



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2022

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1. Introduction

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

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

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

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS : **DEPARTMENT OF MINERAL RESOURCES & ENERGY:** The following posts which were placed on Public Service Vacancy Circular 27 of 2022 with the closing date of 05 August 2022, the closing date is extended to the 12th August

2022. Kindly add the note of employment equity on the following positions of: Deputy Director: Mine Environmental Management (DMRE /2106) – Persons with disability are encouraged to apply. In addition to the inherent requirements, potential candidates must be in possession of a valid driver's license. Assistant Director: Mine Environmental Management (DMRE /2107) – Persons with disability, Indians and White female are encouraged to apply. Assistant Director: Administration (DMRE/ 2108) – Indian and African male are encouraged to apply. Energy Economist (DMRE/2109) - Indian, Coloured and White are encouraged to apply. Chief Administration Clerk (DMRE/2010) - Indian male are encouraged to apply. In addition to the inherent requirements, potential candidates must be in possession of a valid driver's license. Administration Clerk (DMRE/2111) – Coloured male and persons with disability are encouraged to apply. **OFFICE OF THE PUBLIC SERVICE COMMISSION:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 27 dated 22 July 2022, The closing date have been amended as follows (1) Deputy Director: Public Administration Investigations with Ref No: DD: PAI/WC/07/2022; the closing date has been extended to 19 August 2022 while the closing date for the post of (2) Deputy Director: Management of Conflicts of Interest Ref No: DD/MCI/07/2022 will remain 05 August 2022.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 15 August 2022 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

- POST 28/01** : **DEPUTY DIRECTOR: AGRICULTURAL ECONOMICS REF NO: 3/2/1/2022/482**
Directorate: Marketing: Gauteng
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Degree in Agricultural Economics / Economics. 3 years' junior management experience in Agricultural management. Job related knowledge: Sound and practical understanding and articulation of the South African marketing environment for agriculture. Experience in the development, review and implementation of marketing legislation, tariff policy and promulgation of statutory measures. Strong practical experience and exposure in analysing the structures of different agricultural marketing value chains. Deep and broad practical understanding of the marketing environment, marketing policies as well as the dynamics of the different marketing value chains. Public Finance Management Act (PFMA). Knowledge of economic and financial analysis. Knowledge of project management. Job related skills: Planning and organising skills. Computer skills. Statistical skills. Research and analytical skills. Report writing skills. Negotiation skills and Communication / presentation skills. A valid driver's licence.

DUTIES

: Facilitate the establishment and operation of Value Chain Round Table (VCRT) and Marketing Forums. Guide and assist the relevant stakeholders in the process of the establishment of VCRT. Facilitate sittings of the VCRT and Marketing Forums. Report on the activities of the VCRT and Marketing Forums. Conduct and / or manage analyses of agricultural commodities. Develop and / or update the commodity value chain profiles. Publish and disseminate the updated commodity value chain profiles to the targeted clients. Develop, publish and disseminate the grain markets early warning report. Update, publish and disseminate the input market analysis reports to the targeted clients. Manage the analysis / identification of the economic questions / challenges pertaining to the implementation of the Marketing of Agricultural Products (MAP) Act and the Agricultural Produce Agents (APA) Act. Analyse the market development that may have an impact on the implementation of the MAP Act and the APA Act. Liaise with the relevant stakeholders to enable the amendment of the MAP Act and the APA Act to address the identified shortcomings. Liaise with all the relevant partners and stakeholders in the implementation of the integrated marketing strategy for the agricultural products in the Republic of South Africa. Facilitate the appointment of council members for the Agricultural Produce Agents Council (APAC) and the National Agricultural Marketing Council (NAMC). Facilitate the submission of the annual reports, business plans and budgets of the APAC and the NAMC. Facilitate the submission of the NAMC requests on the agricultural industry trusts and statutory measures. Analyse tariff and rebate requests from the International Trade Administration Commission (ITAC) and provide comments and recommendations. Analyse competition applications from the Competition Commission and provide comments and recommendations. Facilitate the updating of the country information on the Food and Agriculture Organisation (FAO) and Agricultural Market Information System (AMIS).

ENQUIRIES

: Mr S. Kelembe Tel No: (012) 319 8456

APPLICATIONS

: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 28/02

: **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SYSTEMS ADMINISTRATOR REF NO: 3/2/1/2022/302**
Directorate: ICT Service Delivery Operations

SALARY

: R382 245 per annum (Level 09)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Information Technology / Computer Sciences / Information Systems. Microsoft Certified Systems Engineer (MCSE) Certification. 3 years of server administration experience (Both Unix / Linux and Windows). Sound understanding of Unix / Linux, Microsoft Active Directory, Dynamic Host Configuration Protocol (DHCP), Applications and Server Administration. Job related knowledge: Knowledge of Unix and Windows Server administration. Knowledge and understanding of development of procedures, rules and standards using on the Unix servers (Scripting). Knowledge of user account administration including adding, removing or updating user account information, resetting passwords etc. Knowledge and understanding of performing routine audits and maintenance of Solaris, Unix and Windows operating systems. Knowledge and understanding of working with apache and tomcat web-server configuration and trouble shooting. Knowledge of testing and restoration of backups. As member of ICT related project teams, project management activities that implies: Change management, Quality control, risk assessment and intervention, provision of management reports. Research activities related area of specialisation that implies ICT process development and maintenance in the following mainstream ICT areas: Investigating feasibility and submitting recommendations. Job related skills. Basic project management skills. User and client orientation. Problem solving and Decision-making skills, Time management skills and Broad knowledge of Information Technology (IT) products, services and terminology. Ability to communicate at all levels. Ability to work across organisational and professional boundaries. Excellent communication skills (verbal and written). Excellent interpersonal

- skills / telephone manner. High level of interpersonal skills, including active listening and understanding. Good organisational skills and ability to prioritise workloads. Work to tight deadlines / services levels. Broad knowledge of IT products, services and terminology. Follow-up and follow-through. Proactive. Self-Motivated. Patient. Innovative and Flexible. A Valid driver's licence.
- DUTIES** : Serve Maintenance (Windows / Unix / Linux). Hardware and software support. Monitor and maintain the Informix database status. Install and run server updates. Provisioning of ICT infrastructure and infrastructure support. Monitoring System Center Operations Manager (SCOM) of all Unix Servers. Server setup, configuration and administration for both Windows and UNIX. User account management. Creation of new user accounts. User accounts updates or amendments. Ensure ICT governance and risk management. Ensure that ICT governance principle, policies and standard guided by King III, Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and Related Technology (COBIT) are implemented. Created and maintenance of shared folders. ICT Backup services. Perform, monitor and administrate data backups. Perform data restores.
- ENQUIRIES** : Ms CC Hlungwani Tel No: (012) 319 6179
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 28/03** : **ASSISTANT DIRECTOR: SYSTEMS AND PAYMENTS REF NO: 3/2/1/2022/488**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management/Accounting / Commerce. 3 years supervisory experience in the relevant field. Job related knowledge: Knowledge of the Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS), A Complete and Comprehensive Program for Accounting Control (ACCPAC) and Logistical Information System (LOGIS). Ability to monitor budget and Ability to liaise at different levels of management. Job related skills: Computer literacy, Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.
- DUTIES** : Ensure that finance systems are regularly maintained. Consolidate monthly reports. Ensure that faulty systems are attended to. Manage accounts and financial control systems services. Manage payments on BAS, LOGIS and ACCPAC. Ensure payments of invoices within 30 days. Authorise payments on BAS, LOGIS and ACCPAC systems. Ensure that payments are compliant with PFMA, Treasury Regulations and Departmental policies and procedures. Manage Financial Audits and Risk Management recommendations. Manage lease payments on Proactive Land Acquisition Strategy (PLAS) farms. Provide management information, statistics and reports. Submit reports and portfolio of evidence for accruals and payables. Coordinate year-end closure for audit purposes. Consolidate inputs for interim and annual financial statements. Manage data capturing services. Ensure that payment registers are kept. Ensure that all financial documents are captured and recorded.
- ENQUIRIES** : Mr M Shai Tel No: (015) 284 6303
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0007 or hand delivered to: 61 Biccard Street, Polokwane, 0700.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 19 August 2022 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. DOD may conduct reference checks which will include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members, must be able to obtain a Top Secret clearance within a year after being appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. This is a permanent post and the incumbent must be prepared to sign a performance agreement as required for all SMS members, must be able to obtain a Top Secret clearance within a year after being appointed.

MANAGEMENT ECHELON

- POST 28/04** : **CHIEF DIRECTOR: ADMINISTRATION REF NO: SECDEF/39/28/22/01**
- SALARY** : R1 269 951 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Defence Head Quarters (Pretoria)
- REQUIREMENTS** : Grade 12 and a recognised three (3) years' Bachelor degree/postgraduate diploma in Business Administration/ Public Administration or equivalent

qualification (NQF level 7 as recognised by SAQA). Minimum of five years' experience at senior management level. Extensive 5 years' experience in strategic and /or Financial Management will be an advantage. A valid driver's license. Skills and Competencies: Extensive knowledge of government and departmental policies, knowledge of departmental decisions and activities as well as knowledge of wider inter-departmental activities in government. Must be well versed on service delivery. Must have knowledge on the strategic direction of Government and the Department, Public Service Legislative Framework, Transformation, Change Management and Knowledge Management. Must have specific knowledge of the Public Finance Management Act, Public Service Act, Defence Act, Defence Review, South African White Paper on Defence and all other relevant legislation. Must have skills in managing civil/military relations in the department, advanced strategic and business analysis skills, conceptual, visionary, leadership, planning, organisational and management, influencing/ networking, research, decision-making and strong negotiation skills. Must be computer literate. Must have strong written and verbal communication skills.

DUTIES : Ensure effective management of the office of the Sec Def. Ensure an effective parliamentary service for the DOD. Prove of Cluster Management activities. Provide support regarding intra-government relations, international and executive decisions. Provide staff support and assistance to the Sec Def for the provision of strategic direction for the Office of the Sec Def and Defence Secretariat. Provide secretarial service for all strategic meetings chaired by the Sec Def. Attending to submissions and briefings on major policy and administrative issues referred to the Sec Def. Ensure an effective management and internal control system within the Office of the Sec Def. Assist Sec Def in exercising adequate control over the division of the secretariat.

ENQUIRIES : Ms B.Z. Mahlangu Tel No: (012) 355 6209
APPLICATIONS : Department of Defence, Secretary for Defence, Private Bag X159, Pretoria, 0001 or hand delivered to Armscor Building C/o Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001

POST 28/05 : **DIRECTOR: LABOUR AND SERVICE RELATIONS REF NO: SECDEF/39/28/22/02**

SALARY : R1 073 187 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : Defence Head Quarters (Pretoria)
REQUIREMENTS : Grade 12 and a recognised three (3) years' Bachelor degree/advance diploma (NQF level 7) qualification in in Labour Relations / Industrial Relations / Labour Law). A Dispute Resolution Qualification will be an added advantage. Minimum of five (5) years' applicable senior/ middle management working experience in labour relations. A valid driver's license. Special requirement: Knowledge and good understanding of Labour Relation Act, Public Service Act 1994, Public Service Regulations 2016, Employment Equity Act 1998, Basic Conditions of Employment Act 1997, Defence Act 2002, Individual Grievances Regulations 2016, Treasury Regulations, Public Financial Management Act. The candidate will be required to display a high level of diplomacy. Expected to work long hours and travelling. Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. Skills and Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and analysis. Client Orientation. Customer Focus and Communication. Computer literacy. Presentation Communication (written and verbal).

DUTIES : Direct and manage the implementation of sound labour and service relation system for dealing with PSAP misconduct and incapacity in the DOD. Direct and manage the implementation of sound labour and service relations system for dealing with grievances of members and employees in the DOD. Represent the DOD at judicial and quasi-judicial for a Management and administration of the Directorate. Manage the expenditure plan of the sub-directorate in relation to the Directorate's budget and strategic business plan.

ENQUIRIES : Ms B.Z. Mahlangu Tel No: (012) 355 6209

- APPLICATIONS** : Department of Defence, Secretary for Defence, Private Bag X159, Pretoria, 0001 or hand delivered to Armscor Building C/o Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001
- POST 28/06** : **DIRECTOR: COMMUNICATION STRATEGY AND CONTENT DEVELOPMENT REF NO: SECDEF/39/28/22/02**
- SALARY** : R1 073 187 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Defence Head Quarters (Pretoria)
: Applicants must be in possession of a Grade 12 and a recognised three (3) years' Bachelor degree/postgraduate diploma (NQF level 7 as recognised by SAQA). A qualification in communication management is required and any appropriate advanced communication course strategic. Minimum of five (5) years' applicable senior/ middle management working experience in communication level. A valid driver's license. Special requirement: Experience in the implementation of corporate communication policies. (Programmes and principles) strategies and the ability to articulate and defend it. Knowledge of Defence Act, Treasury Instructions, DOD Strategic Plan, government communication policies as well as communication planning and strategy will be a further advantage. Understanding and clarity of political challenges and dynamics. Skills and Competencies: Strategic Planning, Computer literacy, Problem solving, Knowledge Management, Influencing and Networking, Analytical and Research, Presentation, Financial Management, Human Resource Management, Leadership, Project Management, Excellent communication (written and verbal).
- DUTIES** : Ensure strategic direction guidelines to the communication function within the Department of Defence (DOD). Ensure aligned and developed MOD/DOD content database. Ensure of capacity for communication support to the Secretary for Defence. Ensure effective, efficient and professional public relations, and media support to the Secretary for Defence. Ensure the management of the communication enquires wrt PAIA.
- ENQUIRIES APPLICATIONS** : Ms B.Z. Mahlangu Tel No: (012) 355 6209
: Department of Defence, Secretary for Defence, Private Bag X159, Pretoria, 0001 or hand delivered to Armscor Building C/o Nossob & Delmas Ave, Erasmuskloof Ext 4, Pretoria, 0001
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae only. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 only (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.
- CLOSING DATE** : 19 August 2022 (Applications received after the closing date and faxed copies will not be considered).

OTHER POST

- POST 28/07** : **ADMINISTRATION CLERK: REF NO: DHRDS/36/28/22**
Directorate Human Resource Divisional Staff, ARMSCOR Building
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Erasmuskloof, Pretoria.
REQUIREMENTS : A minimum NQF level 4, Senior Certificate (Grade 12). Special requirements/skills needed: Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion.
- DUTIES** : Handle routine correspondence by maintain filing system and route files for signature to management by capturing information in the routing register, monitor sign off and capture finalization in the register. Route files after signature are sent back to whom handed in the file for signature. Assist with making copies and distribution documents. Assist colleagues by telephones calls for client. Obtain quotations, arrange petty cash and financial Authority (FA's) and reconcile according to the financial procedures and policy. Keep copies of all documents in the finance file and store the file in the cabinet. Do follow up actions and capture feedback on the copies and store the file in the cabinet. Arrange for the repair/ servicing of office equipment and the payment of services. Log calls in line with maintenance and repair. Operate fax machine by sending and receiving documents. Provide dates of movement outside the work area to the movement register holder and the roll call holder. Assist with driving duties for Resource Management Section by collecting and delivering equipment and material. Assist with making photocopies and shredding of documents. Make arrangement for meeting/work sessions i.e catering and booking of venue etc. Maintain Human Resource Divisional Staff Resource Management Section. Administration of leave for members of Human Resource Divisional Staff Resource Management Section. Obtain authority for removal of equipment from the building. Maintain the register for movement of all equipment and IT equipment. Maintain and update the telephone register of clients of Human Resource Divisional Staff Resource Management Section. Assist maintaining the below mentioned inventory for the Human Resource Divisional Staff Resource Management Section. Ensure that the inventory list is updated yearly and placed behind each office door and quarterly spot checks to be done on the inventory and Assist in reporting any loss or damage of any stock. Make travel arrangements for HR Divisional Staff Resources Management section when required.
- ENQUIRIES** : Col L.G. Arends Tel No: (012) 355-5989, Maj C. Mjikelu Tel No: (012) 355-5646/5046.
- APPLICATIONS** : Department of Defence, Human Resource Division, Directorate Human Resource Divisional Staff, Private Bag X159, Pretoria, 0001, Hand Deliver: Department of Defence, ARMSCOR Building, Human Resource Division, Directorate Human Resource Divisional Staff, c/o Delmas and Nossob Street, Erasmuskloof, Pretoria, 0045, Block 1, Level 2, Room 111.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 15 August 2022 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV only (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. 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 is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** Kindly note the advertised posts of Supervisor: Registration Services X1 Klerksdorp Labour Centre Ref No: HR 4/4/10/40 and Client Service Officer: COID X1 Christiana Labour Centre Ref No: HR 4/4/10/48 advertised on Public Service Vacancy Circular 22 dated 17 June 2022 with a closing date of 04 July 2022 are hereby withdrawn. Enquiries contact Mr. UT Qambata Tel No: (018) 387 8195.

MANAGEMENT ECHELON

- POST 28/08** : **DIRECTOR: MEDICAL BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/36**
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum, (all inclusive)
: Compensation Fund, Pretoria
: Undergraduate qualification (NQF Level 7) in Accounting / Finance / Business Management or (Administration) / Clinical qualification /Information Technology. A pre-Certificate for SMS is required. 5 years' technical

experience at Middle/Senior Management level in health insurance/medical aid/ medical claims processing environment. Knowledge: Compensation Fund policies, procedures and processes. Technical knowledge. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Governance and Risk Management. Budgeting and Financial Management. COID, procedures and processes. Biological and medical Anatomy. Legislative requirements: COIDA. Medical Scheme Act. National Treasury Regulations. Public Finance Management Act (PFMA). White paper on transformation of Public Service. Skills with related knowledge: Technical proficiency. Communication (Verbal and Written). Managing inter-personal conflict. Change management. Strategic planning. Financial management. Project management. Problem solving. People and performance management. Analytical thinking. Decision making. Team leadership. Negotiation.

- DUTIES** : Develop, reviews policies and procedures for Medical Billing, Tariffs and Clinical Coding. Manage and monitor the administration of medical tariffs Services. Oversee the administration of clinical coding services. Oversee the administration of Medical Billing procedures. Management of the resources in the Directorate.
- ENQUIRIES APPLICATIONS** : Milly Ruiters Tel No: 082 943 2728
- NOTE** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM. Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 28/09 : **DEPUTY DIRECTOR: MANUAL DECLARATIONS AND NON-TERMINATION REF NO: HR 4/4/3/2/DDMDNT/UIF**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
Unemployment Insurance Fund, Pretoria

: Three (3) years tertiary qualification in Public Administration/ Public Management/ Business Administration / Business Management / Financial Management / Management/ Operations Management / Administration Management. Three (3) years functional experience in Operations Management environment. Two (2) years' experience at management level in Operations. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), National Archives and Records Services of South Africa Act. Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organising, Diversity Management, Project Management.

DUTIES : Manage manual registration of employers and employees. Manage manual declarations of employers. Monitor the maintenance of employers and employee's database. Monitor the effective rendering of imaging services in the Fund. Manage resources (Human, Finance, Equipment/ Assets) within the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms S Naicker Tel No: (012) 337 1983 / 1654

: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF.

POST 28/10 : **DEPUTY DIRECTOR: MAINTENANCE MANAGEMENT REF NO: HR 4/4/3/2/DDMM/UIF**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
Unemployment Insurance Fund, Pretoria

: Three (3) year tertiary qualification in Property Management/ Facility Management/ Public Administration or Management. Five (5) years' experience of which three (3) years must be functional experience in Maintenance Management and two (2) years must be junior managerial experience (Assistant Director) in maintenance Management. Knowledge: Public Financial Management Act (PFMA), Facilities Management/

Maintenance, Property/ Facility Management, Supply Chain Management, Occupational Health and Safety Act (OHSA). Skills: Financial Management, Analytical, Problem Solving, Project Management, Presentation, Planning and Organising, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Manage and maintain provisioning of Facilities Management Services of UIF properties. Monitor the provision of general maintenance, cleaning and parking services. Monitor and maintain the switchboard and reception services. Manage resources in the Sub-Directorate.

ENQUIRIES : Ms MM Ramoshaba Tel No: (012) 337 1412/1405

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

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

POST 28/11 : **DEPUTY DIRECTOR: FINANCE REF NO: HR 4/22/07/05**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Supported Employment Enterprise, Pretoria

REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Accounting, Cost and Management Accounting, Financial Management, Financial Accounting or Auditing. Five (5) years' experience of which Two (2) years is Middle Management and three (3) years functional experience in Finance. Knowledge: Generally Recognized Accounting Practice, Cost and Management Accounting, Public Finance Management Act, Treasury Regulations and its prescripts, Preferential Procurement Policy Framework Act, Departmental policies and procedures, Batho Pele principles. Skills: General management, Project management, Financial management, Communication, Interpersonal relation, Leadership.

DUTIES : Monitor the Financial System processes within the SEE. Manage and monitor Financial Internal Control for effective and efficient use of resources. Manage and monitor Financial Accounting, Financial Management and Financial Reporting of SEE. Manage and monitor costing of manufacturing goods within SEE. Manage the process of reporting financial statements. Coordinate the sub-directorate Risk Management processes. Manage the administration of the unit.

ENQUIRIES : Ms ME Msiza Tel No: 012 843 7409

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

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

POST 28/12 : **DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/5/44**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Provincial Office, KZN

REQUIREMENTS : Three (3) years relevant tertiary qualification in Risk Management/ Internal Audit or equivalent qualification. Three (3) to Five (5) years Risk Management/ Internal Audit experience. Valid driver's Licence. Knowledge: Public Financial Management Act (PFMA), Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organised Crime Act, Promotion of Access to Information Act (PALA), Basic Conditions of Employment (BCE), Promoted Disclosure Act, Labour Relations, Public Service Regulations (PSR), Public Service Act (PSA). Skills: People Management, Conflict Management, Analysis, Problem Solving, Presentation, Planning and organising, Communication, Computer literacy, Report Writing, Driving, Creativity, Numeracy.

DUTIES : Develop and ensure implementation of Risk Management and Anti-Fraud strategy. Develop Plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat Fraud and corruption. Conduct risk research and analysis. Manage all the resources within the Unit.

ENQUIRIES : Mr EM Khambula Tel No: 031 366 2201

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 28/13 : **ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDITS REF NO: HR 5/1/2/3/62**

SALARY : R382 245 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Risk Management / Internal Audit/ Accounting/ Cost and management Accounting. Internal Audit Technician-IAT as an added advantage. Professional Internal Audit Certification- PIA as an added advantage. Certified Internal Auditor – CIA as an added advantage. 4 years' functional experience in compliance and assurance/ Financial audits/operational audits/regulatory audits of which 2 years in supervisory experience. Knowledge: Compensation Fund, policies, procedures processes. Internal audits standards. Compliance and assurance process. Internal Professional Practice framework. Customer relationship management. Fund Governance and Risk. Budgeting and Financial Management. COIDA. Relevant Stakeholders. Batho Pele principles. Legislative requirements: Public Finance Management Act. National Treasury Regulations. Skills: Required technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and responsiveness. People and Performance Management. Managing interpersonal conflict and problem solving. Planning and Organisation. Team Leadership. External Environmental Awareness.

DUTIES : Provide inputs and implement the compliance and assurance audits strategies, plans, guidelines and methodology. Conduct compliance and assurance audits assignments in accordance with the audit methodology. Provide progress on compliance and assurance activities. Management of resources in the Sub-Directorate.

ENQUIRIES : Ms B Kalomba Tel No: 012 319 9393
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 28/14 : **OHS INSPECTOR REF NO: HR4/4/5/49**

SALARY : R321 543 per annum
CENTRE : Ulundi Labour Centre
REQUIREMENTS : Senior Certificate plus a 3 year recognised qualification in the relevant field ie. Chemical Engineering, Chemistry and Occupational Hygiene or Environmental Health. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act and Unemployment Insurance Act. Skills: Planning and Organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr T Nkosi Tel No: (035) 879 8800
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi.

FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Ulundi.

POST 28/15 : **EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/7/92**

SALARY : R321 543 per annum
CENTRE : Barberton Labour Centre
REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) AND Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Mr N Makgaba Tel No: 013 712 3066
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X1634, Barberton, 1300 or hand deliver at Eureka Centre Shop no11, Nourse Street, Barberton.

POST 28/16 : **EMPLOYMENT SERVICE PRACTITIONER REF NO: HR 4/4/07/01**

SALARY : R321 543 per annum
CENTRE : Carletonville Labour Centre
REQUIREMENTS : Three (3) year qualification in Social Science/Public Administration. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Mr B P Mosoeu Tel No: (018) 788 3281
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 28/17 : **SUPERVISOR (DRIVER) MOBILE LABOUR CENTRE (SR8):**
REGISTRATION SERVICES REF NO: HR4/4/5/46

SALARY : R321 543 per annum
CENTRE : Ulundi Labour Centre, KZN
REQUIREMENTS : Three (3) year tertiary qualification in Public/Business Administration/Management/ Transport Management. Two (2) years relevant experience as Client Service Officer. Valid Code 10 drivers licence and a PDP. Knowledge: Labour legislations, Departmental policies and procedures, Departmental guidelines and directives, Public service regulations (basic knowledge), Client orientation Strategy (Batho Pele Principles). Skills: Computer literacy, Planning and organising of work, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accurate data capturing, Driving, Problem solving.

DUTIES : Render effective Employment Services functions. Provide effective Inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services. Manage Mobile Labour (MLC).

ENQUIRIES : Mr TJ Nkosi Tel No: (035) 879 8800
APPLICATIONS : Deputy Director: Ulundi Labour Centre, Private Bag x 56, Ulundi 3838 or hand deliver at Unit A Wombe Street, Ulundi

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 28/18 : **INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/1/86**

SALARY : R321 543 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : National Diploma in Labour Law/Advanced Labour Law NQF 7/ Post grad in Labour Law NQF 8/Law degree/ BCOM Law. Valid driver's licence. 1-2 functional experience in EE inspections is an added advantage. Knowledge: Departmental policies and procedures, Basic Conditions of Employment, Employment Equity Act, Batho Pele Principles, Compensation for Occupational Injuries & Diseases Act, Employment Service Act, Unemployment Insurance Act, UI Contributions Act Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Interviewing, Problem solving, Conflict handling.

DUTIES : Conduct Employment Equity (EE) procedural inspections and DG Reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with Employment Equity (EE) legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of provincial inspections. Assist in ensuring that quality inspection files are referred to the Principal inspector and identify challenges on the files and advise on the way forward.

ENQUIRIES : Ms P Mbongwana Tel No: 043 701 3287
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

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

POST 28/19 : **FLEET MANAGEMENT OFFICER REF NO: HR4/22/07/01**

SALARY : R261 372 per annum
CENTRE : Supported Employment Enterprise, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6) qualification in Economics, Logistics Management/ Supply Chain Management/ Public Management/ Administration/Financial Management. Driver's Licence (with PDP). One (1) year functional experience in Fleet Management/ Transport services. Knowledge: Data Capturing, Government Procurement Policies, Supply Chain Management Procedures, Public Finance Management Act, Analytical Methods and statistical theories, Departmental policies and Procedures, Syspro. Skills: Planning and organizing, Communication, Computer Literacy, Interpersonal, Analytical, Time Management, Problem Solving.

DUTIES : Supervise all SEE transport and deliveries. Coordinate all movement on deliveries. Quality assure all travel, accommodation and subsistence bookings and claims within SEE. Liaise with external transport companies for SEE deliveries. Supervise and monitor all Government vehicles for SEE (including SEE Trucks).

ENQUIRIES : Ms HS Mabunda Tel No: 012 843 7407
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 28/20 : **CHIEF ADMINISTRATION CLERK REF NO: HR4/4/5/41**

SALARY : R261 372 per annum
CENTRE : Provincial Office, KZN
REQUIREMENTS : National Diploma or Degree in Public Administration. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Batho Pele Principles, Employment Services, Assessment, Siyaya System, Skills Development Act, Public Service Regulations, Public Service Act. Skills: Communication, Computer Literacy, Training, Interpersonal, Presentation, Basic Condition of Employment.

DUTIES : Provide functional training to Processing Officers, Client Service Officers and Supervisors. Provide support services to the Labour Centres. Maintain close working relationship with all relevant stakeholders.

ENQUIRIES : Mrs NTG Khomo Tel No: (031) 366 2331
APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 28/21 : **AUXILIARY INSPECTOR EEA REF NO: HR 4/4/8/801**
(1 year fixed term contract)

SALARY : R211 713 per annum
CENTRE : Provincial Office Free State
REQUIREMENTS : Diploma in Labour Law/ Diploma in Paralegal/ Law Degree and driving licence will be added advantage. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act. Labour Relations Act. Basic Condition of Employment Act. Employment Equity Act and regulations. Interpretation Statutes. Skills: Facilitation skills. Planning and Organizing (own work). Computing (Spreadsheets, PowerPoint and Word Processing). Interpersonal skills. Problem Solving skills. Interviewing skills. Analytical. Verbal and written communication skills and Employment Equity Act.

DUTIES : Conduct administrative inspections with the aim of ensuring compliance with EEA. Execute investigations on reported cases pertaining to contravention of EEA. Conduct proactive (Blitz) inspections regularly to monitor compliance with EEA. Assist in conducting advocacy campaigns on EEA.

ENQUIRIES : Mr M Luxande Tel No: (051) 505 6325
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 28/22 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY : R211 713 per annum
CENTRE : Stanger Labour Centre Ref No: HR4/4/5/48 (X1 Post)
Butterworth Labour Centre, Eastern Cape Ref No: HR 4/4/1/101 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. Valid Driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment insurance Contributions Act. Skills: Facilitation Skill, Planning and Organizing (Own work), Computing (Spread sheets, Powerpoint and word processing) Interpersonal Skills, Problem Solving Skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour relations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Ms S Mkhize Tel No: (032) 437 8448
Mr T Madikazi Tel No: (066) 478 9312
APPLICATIONS : Deputy Director: Stanger Labour Centre, Private Bag x 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger
Deputy Director: Labour Centre Operations: Postal ERS 9396 or hand deliver at Corner Blythe, Robinson Street, Butterworth 4960
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal
Sub-directorate: Human Resources Operations, Butterworth

POST 28/23 : **CLIENT SERVICE OFFICER REF NO: HR4/4/1/126**

SALARY : R211 713 per annum
CENTRE : Komani Labour Centre Eastern Cape
REQUIREMENTS : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental (Policies, Procedures and Guidelines), Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication, Ability to interpret legislation, Problem solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Mr K Mbande Tel No: 045 807 5400

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 323 Queenstown, 5320, Hand deliver at No 10 Robinson Road Queenstown.

FOR ATTENTION : Chief Director: Provincial Operations

POST 28/24 : **ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/5/47**

SALARY : R176 310 per annum
CENTRE : Port Shepstone
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organising, Communication, Computer literacy.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

ENQUIRIES : Ms B Ndlovu Tel No: 039 688 6920
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 379, Port Shepstone, 4240 OR hand deliver at 17 Bisset Street, Port Shepstone.

FOR ATTENTION : Sub-directorate: Labour Centre Operations, Port Shepstone.

POST 28/25 : **ADMINISTRATION CLERK REF NO: HR 4/22/07/03**

SALARY : R176 310 per annum
CENTRE : Supported Employment Enterprise, Bloemfontein
REQUIREMENTS : A Senior Certificate or Office Administration, 0 to 6 months' Administrative experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing on VIP system. Skills: Planning and Organizing, Communication, Computer literacy.

DUTIES : Administer earnings and deductions from the Factories. Administer leaves within the SEE. Monitor the Pension Fund of Personnel within the Factories. Monitor the Provident Fund within the SEE. Render administrative support services within the Salaries.

ENQUIRIES : Ms ME Msiza Tel No: 012 843 7409
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 28/26 : **MSS ADMINISTRATION CLERK REF NO: HR 4/4/4/07/02**

SALARY : R176 310 per annum
CENTRE : Atteridgeville Labour Centre
REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental Policies and Procedures. Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management service. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES : Ms S N Khoza Tel No: (012) 373 4432
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein.

FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 28/27 : **OFFICE AID: MANAGEMENT AND SUPPORT SERVICES REF NO: HR4/4/1/199**

SALARY : R124 434 per annum
CENTRE : East London Labour Centre, Eastern Cape
REQUIREMENTS : Standard 8/ Grade10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal Communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES
APPLICATIONS

: Mr M Njamela Tel No: 043 702 7500
: Deputy Director Labour Centre Operations: Private Bag X 9084, East London,
5200 or hand delivered at Cnr Oxford & Hill Street, East London

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Potential candidates can apply online at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. Only online applications will be acceptable.
- CLOSING DATE** : 15 August 2022 at 12pm
- 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, a new Z83 that was issued by DPSA in 2021). The post title and reference number must be clearly indicated on the Z83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will only be limited to shortlisted candidates which will be submitted to HR on or before the day of the interview. Short listed candidates must make themselves available for a panel interview on the date determined by GTAC. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 28/28** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: G12/2022**
(Term: Permanent)
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum (Level 08), plus 37% in lieu of benefits
: Pretoria
: A relevant (NQF Level 7) qualification in Supply Chain Management or related field. A minimum of 3 years' experience in procurement, demand management and business administration; experience in acquisition of computer office equipment and Knowledge of public procurement regulations in government will be requirement. Experience in the public service is an added advantage. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires

knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Legislative knowledge: Knowledge of the Public Finance Management Act, all Preferential Procurement Policies and related Treasury regulations pertaining to procurement and contract management, and the Public Service Act and related DPSA regulations pertaining to public services management. Resources Planning: Knowledge of the Public Finance Management Act, all Preferential Procurement Policies and related Treasury regulations pertaining to procurement and contract management, and the Public Service Act and related DPSA regulations pertaining to public services management. Supply Chain Management: The design, planning, execution, control and monitoring of all activities involved in sourcing and procurement, conversion and logistics management to provide products, services, and information that add value to the organisation. Also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers, and customers. It integrates supply and demand management within and across the organisation.

DUTIES

: To coordinate, review, undertake and render a logistical service through the requisition of goods and services, the receipt, distribution, stock control and preparation of procurement payment for goods and services, Information Communication Technology (ICT) Procurement meetings and Broad-based Black Economic Empowerment (B-BBEE) verification processes. Procurement of Goods: Furniture & fittings, Equipment, Computer Licenses and Software: Furniture & fittings, Equipment, Computer Licenses and Software: Identify asset warranties end-date and liaise with Asset Management and inform relevant staff to ensure memos reach the Information Communication Technology (ICT) on time for replacement, prepare computer equipment and computer software and licenses, office equipment and furniture according to the Asset Requirement plan, communicate and liaise with SARS on Tax Compliant (VAT) issues for all overseas software purchases. Ensure that Tax compliant certificates and exemption matters are filed with each procurement pack, Consolidate Local Content purchases (6.2) and send information to Department of Trade Industry (DTI) within specified reporting dates, communicate and liaise with the Office of Civilian Personnel Operations (OCPO) and PSP on deviations, and draft deviation memos for singular source procurement and obtain all relevant signatures. Requisition process of Goods: Prepare the request for quote (RFQ) documentation for relevant computer equipment, computer licenses and software, and furniture and fittings, Check all other goods items are purchased according to specifications, Central Supplier Database (CSD) and according to the latest Preferential Procurement legislation in Government, and liaise with all relevant service providers, Advise Asset Management of all new Preferential Procurement legislation and new policies developed in PSP and National Treasury (NT) Supply Chain Management (SCM), prepare and check packs for the issuing of purchase orders, Update the RFQ Register and report on a monthly basis on all procurement, prepare the packs for approval of invoices and hand over for payment, and proper record keeping on common drives/SharePoint, review each year all business processes and ensure that the Head of Finance sign off on all changes (where necessary). Coordinate and safekeeping and distribution of goods: Receive and check all goods. Ensure serial numbers of ICT goods are captured according to the asset assignment form and signed all relevant forms off for barcoding of the assets by the Team Assistant, handles and resolve any disputes on damaged, incorrect and substandard goods with the Service provider for replacements, liaise with National Treasury Information Technology and Services Providers to ensure faulty and broken equipment is replaced or fixed. Obtain invoices from the Service Providers and prepare for payment Administration of and Secretariat of ICT Procurement Meetings: Set up ICTP Committee meetings, preparation of all relevant documentation for the meetings including attendance registers on MS Teams, drafting of agendas, Minute-taking, and completion of action lists after each meeting, compile the ICTP Reports on a quarterly basis together with Asset

Management, review the Information Collection, Transfer, and Processing (ICTP) Terms of Reference on a yearly basis and inform the Chairperson of any changes with regards to specifications and Preferential Procurement Policy Framework (PPPFF) requirements, ensure that the State Information Technology Agency (SITA) procurement regulations are followed and update the Chairperson on any changes in SITA regulations. Transversal Contracts: Coordinate and evaluate the Transversal Contracts for Office Automation Solutions (photocopiers) for GTAC business units, serve as a Member of the Bid Specification Committee and Bid Evaluation Committee for the transversal term contract facilitated by NT (compulsory every three years). Broad-based Black Economic Empowerment (B-BBEE) Compliance: Complete all gathering files for B-BBEE procurement compliance, liaise with the BBE Commission and the Evaluation Agency on the compliance certification for GTAC, ensure that all business units finalise their gathering files and set up interviews with employees.

ENQUIRIES

: Kaizer Malakoane Tel No: 066 250 7072 Email:
Kaizer.malakoane@gtac.gov.za

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 15 August 2022, Closing Time: 12H00 Midday
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 28/29** : **CHIEF- DIRECTOR: COMMUNICABLE DISEASES REF NO: NDOH 40/2022**
Chief Directorate: Communicable Diseases
- SALARY** : R1 269 951 per annum, (an all inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE REQUIREMENTS** : Pretoria
An undergraduate qualification (NQF 7) as recognised by SAQA in Epidemiology or Communicable Diseases or Public Health or Health Sciences. At least five (5) years' experience at a senior management level in Epidemiology and/or Public Health or Communicable Diseases and control thereof. Knowledge of Financial, SCM and HR regulatory frameworks, policy development, implementation, evaluation and monitoring). Good communication (written and verbal), co-ordination, project management, planning, organisational and computer (MS Office) skills. Ability to work independently and well under pressure. Willingness to work irregular hours and travel frequently. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.
- DUTIES** : Improve the prevention, management and control of emerging and re-emerging communicable diseases. Strengthen systems for Epidemic Preparedness and Response (EPR) to communicable diseases. Improve the

prevention, management and control of malaria. Strengthen, cross border, regional and international collaboration of communicable diseases. Improve the notifiable medical conditions surveillance system. Such as legislation, policy and guideline formulation for communicable diseases. Facilitate the implementation of the international health regulations. Ensure successful risk management in the unit. Manage risks related to achieving the objectives of the Chief Directorate.

ENQUIRIES : Mr RW Morewane at Tel No: 012 395 - 8757

POST 28/30 : **DIRECTOR: EPIDEMIOLOGY AND SURVEILLANCE REF NO: NDOH 37/2022**
Chief Directorate: Health Information, Research Monitoring and Evaluation.

SALARY R1 073 187 per annum, (an all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Health Sciences, Statistics, Demography or Epidemiology. A Master's degree in Epidemiology or Public Health will be an advantage. At least five (5) years' experience at middle/senior management level in health systems, communicable and non-communicable diseases research, monitoring and evaluation, epidemiology and public health. Extensive experience and knowledge as an epidemiologist and implementing effective surveillance systems. Extensive knowledge of disease epidemiology and surveillance systems, statistical and geospatial analysis programming experience (including expertise with R, SAS, STATA, ArcGIS and/or other relevant software). Good leadership and advanced knowledge and understanding of the Public Service prescripts. Knowledge of current research and analytical methods related to disease outbreak and responses in public health. Large data management, analysis, interpretation and research report-writing. Good communication (verbal and written), problem-solving, presentation, planning and computer skills (MS Office package). SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Develop and implement surveillance and epidemiology strategy for health sector. Collaborate with partners to conduct population surveys on priorities of the health sector. Monitor disease outbreak and strengthen surveillance initiatives for communicable and non-communicable diseases. Develop and implement an integrated disease surveillance system, collate and analyse national surveillance data. Build health sector capacity for surveillance at all levels. Produce regular surveillance and epidemiology reports, and publish health sector trends, statistical, synthesis and survey reports. Analyse trends on injuries, accidents and pollution for SDG reporting. Analyse of births, death and population growth and projections to support health sector planning.

ENQUIRIES : Ms T Zondi at Tel No: 012 395 8411

POST 28/31 : **DIRECTOR: DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: NDOH 38/2022**
Directorate: Information Communication Technology

SALARY : R1 073 187 per annum, (an all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Information Technology. COBIT 5 certification or ITIL Foundation and/or TOGAF certification will serve as an advantage. At least five years (5) years' experience on middle management/senior management level in Information Communication Technology. Knowledge and experience in risk management, anticorruption measures and related matters. Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service e.g. Archives and Records Service of South Africa, Public Finance Management Act (PFMA) and Promotion of Access to

- Information Act (PAIA). Good communication (verbal and written), financial management, organization, facilitation, project management, negotiation, problem-solving, interpersonal relation skills. Ability to analyse and interpret financial information. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Align the Department's information management (including systems) and information technology strategy with the strategic objective, management plans and business process of the department. Develop departmental information management support and information technology enabler policies, standards, norms, guidelines, best practices and strategies. Develop partnerships and network with relevant stakeholders. Promote effective management information and information technology as a strategic resource of the business of the department. Create an enabling environment for the managers in the department to perform their functions more effectively and efficiently. Management of the end-user experience, interaction and connectivity. Management of resources (human, financial and physical).
- ENQUIRIES** : Ms VM Rennie at Tel No: 012 395 8504
- POST 28/32** : **LEGISLATIVE DRAFTER AND RESEARCHER REF NO: NDOH 39/2022 (X2 POSTS)**
Directorate: Legal Services
- SALARY** : R1 073 187 per annum, (an all-inclusive remuneration package) consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : Pretoria
: An undergraduate qualification (NQF level 7) as recognized by SAQA i.e. LLB or B Proc qualification. Admission as an Advocate or Attorney will be an advantage. At least five years of experience at a middle/senior managerial level providing legal advice and drafting legal opinions, negotiating, scrutinizing, drafting, editing legal documents and/or contracts as well as legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations Framework as well as procurement prescripts. Knowledge and understanding of the legislative drafting process and rules of Parliament. Knowledge and understanding of all pieces of legislation administered by the Department as well as other pieces of legislation that impacts on the functions performed by the Department. Good communication (verbal and written), interpersonal and computer skills (MS Office packages). Willingness to travel frequently and work long hours and irregular hours. Ability to function under pressure. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Draft Legislations, Regulations, Executive Acts, International Agreements, Memoranda of Understanding and other legal instruments. Draft amendments (in a form of a Bill) and notes to support amendments. Draft, editing and amending Service Level Agreements, Contracts, Memoranda of Understanding and International Agreements. Provision of legal opinions to the Department and Ministry. Management and co-ordination of litigation. Management of risk and audit queries
- ENQUIRIES** : Ms VM Rennie at Tel No: 012 395 8504

OTHER POSTS

- POST 28/33** : **ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCES POLICY GRD 1 REF NO: NDOH 36/2022**
Directorate: Food Control
- SALARY** : R525 087 per annum, as per (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or equivalent NQF 7 qualification in Dietetics/Nutrition, / Therapeutic Nutrition. A Postgraduate qualification will be advantage. At least five (5) years actual experience is required of which at least three (3) years should be after registration with the HPCSA in the relevant profession. Knowledge of Food Labelling legislation and other Regulatory Nutrition matters where it concerns improvement in public health and the Legal Regulatory

processes, policy development as well as of Foodstuff, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972). Experience in the compilation of regulations and supervision of staff. Good Communication (verbal and written) including public speaking and ability to teach other professional persons, analytical, customer care, creativity, practical and computer (Microsoft package) skills. Ability to work under pressure and independently. Valid driver's license.

DUTIES : Draft policy, regulations and guidelines relating to food labelling and other regulatory nutrition issues. Provide technical advice (verbal/written on all enquiries) continuously, on issues related to all stakeholders, including other government departments/ environmental health practitioners and the industry. Management of Codex Alimentarius matters. Coordinate the participation of South Africa in the Codex Committee on Food Labelling (CCFL). Supervise and guide the Medical Biological Scientist (MBS) continuously. Direct, manage and coordinate responsibilities and Human Resource management activities of the MBS. Manage risk and audit queries.

ENQUIRIES : Mr MD Matlala on Tel No: 0123958789

POST 28/34 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) REF NO: NDOH 41/2022**
Chief-Directorate: Environmental Health and Port Health

SALARY : R450 939 per annum, as per (OSD)
CENTRE : Gauteng (Lanseria Airport)
REQUIREMENTS : A Degree / National Diploma or equivalent NQF 6 certificate in Nursing / General Nurse / Midwifery or Diploma in clinical nursing science, health assessment and treatment. Registration with the SANC as Professional Nurse. At least four (4) years' experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge of Port Health, South African Legislation, International Health Regulations and the Control of Communicable Diseases. Good communication (verbal and written), administrative, financial, planning, research/analysis and computer literacy skills. Must be willing to work long and irregular hours. A valid driver's license.

DUTIES : Management of medical emergencies according to the scope of practice. Adequate and speedy management of medical emergencies. Implementation of SOP's relating to ACSA terms and EMS transportation of sick passengers. Ensuring continuous availability of stock to manage emergencies. Effective monitoring and control of importation of communicable diseases through international travelers into South Africa. Screening of passengers from Infrared Thermal Scanners and those who are self-reporting. Quality Management and Infection Control measures. Implementation of Infection control principles / outbreak response to communicable diseases / Use of FED pack. Provision of adequate Human Resource and stock. Application of training, performance management, human resource policies i.e. leave. Implementation of International Health Regulation (2005).

ENQUIRIES : Ms F Bongweni Tel No: 012 395 9728

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(NKANGALA TVET COLLEGE, SOUTH CAPE TVET COLLEGE AND ESAYIDI TECHNICAL VOCATION
EDUCATION AND TRAINING)**

OTHER POSTS

<u>POST 28/35</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PS 20/2022)</u> (PERSAL Appointment)
<u>SALARY</u>	:	R382 245.per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office – George
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus a minimum 3-year accredited/Recognized Degree/Diploma in Supply Chain Management or Logistics Management/Financial Management/Public Management - REQV 13 (NQF 6). A minimum of at least 3-5 year's working experience in Supply Chain Management (tender and logistics Management of which at least 3 years in a supervisory position. Computer Literacy (MS Office). A Valid code 08 driver's license.Recommendations: Knowledge and understanding of the PMFA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Ability to effectively communicate in at least two of the three official languages of the Western Cape.Skills: Administrative skills, planning and organising, Financial management, Report writing, communication and interpersonal skills, problem solving. Project management. Project management. Budgeting and Financial Management. Team leadership. Self-management. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal. Managing interpersonal Conflict, impact and influence, Diversity Management.
<u>DUTIES</u>	:	Develop, Review, Implement and Monitor SCM Policies In Line With Relevant Legislation: Ensure that all procurement is in compliance with the Supply Chain (SCM) policies and procedures of the college. Co-ordinate and execute the quotation and bidding processes. Ensure that all official orders are compiled and authorized within three days from the date of recipients of quotations or comparative schedules. Align procurement plan, policies and strategies with the annual budget. Ensure that appropriate policies and processes are put in place for risk management. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Prepare and accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Serve as the point of contact for customers and contractual matters. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Render and monitor contract administration support service and compliance. Ensure monthly, quarterly and annual reporting. Ensure prevention of fraud and abuse of the SCM system interventions. Respond to investigations and audit queries. Oversee the administration of demand and acquisition: Provide advice and brief in Bid Specification Committee meetings in drafting the terms and reference/specification and advice at the Bid Evaluation Committee meetings, Oversee the proper functioning of the committees. Oversee the proper functioning of the committees. Provide secretariat support to the Bid Adjudication Committee (BAC). Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Implement physical stock assessment and procedures on available goods and items issued. Manage preparation of logistics for the Evaluation and Adjudication Committees. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Compile management reports on issued, receipt, shortages and variances of stock levels. Provide guidelines

on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the relocation of redundant. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Ensure an up to date database of service providers: Oversee the development and utilization of a supplier database. Ensure that all supplier's information and documentation are confidential. Ensure continuous maintenance of database. Monitor the TVET college suppliers' database on the SCM system. Monitor suppliers' delivery performance and rotation of suppliers. Management of staff development: Render management service to staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM subordinates.

**ENQUIRIES
APPLICATIONS**

: Mrs. G de Jager Tel No: (044-8840359)
: Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@sccollege.co.za

**FOR ATTENTION
NOTE**

: Mr. M.E Gcuwa
: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent post Re-appointment of former employees. (1) an executive authority shall not re-appoint a former employee, if that employee left the public service: earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

CLOSING DATE

: 29 August 2022 at 16:00

POST 28/36

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: AD01/08/2022/ESA**

SALARY

: R382 245 – R450 255 per annum (Level 09), (The successful candidate will be Required to sign a performance agreement)

**CENTRE
REQUIREMENTS**

: Esayidi TVET College
: An appropriate recognized Bachelor's Degree/ Diploma (NQF Level 6/7) in Labour Relations Management/ Studies/ Law with HR or equivalent qualification in the related field. 5 years (five) years' experience in HRM. Three years' supervisory experience. Knowledge of Traceable experience and knowledge of applicable legislations, BCEA, LRA, Employment of Educator's Act, EEA, SDA, PFMA, PSA, PSR, POPI, ELRC and PSCBC. Presentation skills, problem solving skills, strong analytical skills influencing and networking. A valid driver's license is essential as travelling and extended working hours may be required. Good organizational, administration and planning skills.

- Ability to work effectively under pressure and without immediate supervision with time management skills as well as computer skills. Willingness to work after hours as and when required. Candidates must be professional at all times regardless of the visitor's behaviour.
- DUTIES** : Perform all duties related to Labour Relations Act. Conduct preliminary investigations, to establish the need for formal disciplinary procedures. Policies and procedures. Prepare and facilitate disciplinary hearings. Handle all Labour Relations, internal and external Legal matters (Court/CCMA). Ensure formal engagement between Labour and employer for purposes of consultation and negotiations. Facilitate departmental trainings, submit monthly reports timeously required by the College, Regional Office and Head Office. Conduct internal Labour relations workshops to all campuses for lecturing and support staff.
- ENQUIRIES APPLICATIONS** : NB Ndlovu Tel No: 039 (940) 5283
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 18 August 2022
- POST 28/37** : **ASSISTANT DIRECTOR: OFFICE ADMINISTRATION IN THE OFFICE OF THE PRINCIPAL REF NO: NKC/2022/07/01**
- SALARY CENTRE REQUIREMENTS** : R328 245 per annum
: Nkangala TVET College
: Grade 12 or equivalent plus a recognized National Diploma (NQF 6) in Public Management/ Office Management or any relevant qualification. Any Law qualification will be an added advantage. 3-5 years relevant supervisory experience in strategic planning and administration environment, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration , Understanding of the Higher Education sector, Understanding of corporate governance, must have Planning and organizing skills, Financial management skills, Report writing skills, Communication and interpersonal relations, Problem solving, Computer literacy and a valid drivers' licence.
- DUTIES** : Coordinate the implementation of the strategic plan and evaluate the target plan, coordinate and compile institutional performance and strategic reports, render administrative/executive support services in the office of the Principal, Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Provide secretariat support to Governance structures, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of Governance structures ,Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide strategic management, monitoring and evaluation services. Oversee and monitor the budget in the office of the Principal, Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management

		systems in the office of the Principal, Quality check letters, memoranda and submissions.
<u>ENQUIRIES</u>	:	Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
<u>APPLICATIONS</u>	:	should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to: Corner Haig and Northey Street, Central Office of Nkangala TVET College.
<u>FOR ATTENTION</u>	:	The Principal
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
<u>CLOSING DATE</u>	:	15 August 2022
<u>POST 28/38</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: PS 21/ 2022</u> (PERSAL Appointment)
<u>SALARY</u>	:	R321 543 per annum (Level 08), plus benefits as applicable in the Public Service.
<u>CENTRE</u>	:	Central Office- George
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year accredited Degree/National Diploma in Labour Relations, Labour Law, Industrial Psychology, Employment/Human Resource Management or relevant equivalent qualification (REQV 13)- NQF Level 6) a minimum of 3-5 years relevant work experience in Labour Relations environment or related field. Experience in appearing and representing employer in Bargaining Councils and PERSAL Certificate in Labour Relations will be an added advantage. A Valid Code 8 driver's license. Knowledge: Knowledge of Labour Relations Act, Public Services Legislations and policies related to Human Resource Management (HRM). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relations statutes. Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector (PSET and CET). Knowledge of PERSAL. Skills: Investigations and negotiations. Administrative. Planning and organizing. Financial management. Report writing. Good communication and interpersonal skills. Problem solving. Computer literacy, Client orientated. Project management. Team leadership. Conducting investigations. Presentation skills. Personal Attributes: Integrity, Committed, Loyal, Proactive and Ethical. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Ensure promoting of sound Labour Relations in the college. Assist providing advice on Labour relations matters. Conducting workshops and information sessions on Labour matters. Protect employees' rights and interests. Investigate grievances and disputes in the college: Receive and acknowledge grievances and disputes. Follow proper procedure when handling grievance and dispute. Compile investigation report. Summon witnesses involved in the grievance. Communicate findings of the investigation to the aggrieved. Represent the employer during conciliation and arbitration. Investigate misconduct cases: Investigate and scrutinize reports if there are any allegations of misconduct. Formulate charges and service a notice of the disciplinary hearing. Represent the Department in the disciplinary hearing. Communicate the outcome of the disciplinary hearing to the alleged employee. Arrange logistics regarding the disciplinary hearing. Participate in collective bargaining council resolutions: Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Represent the College in Bargaining Councils, Submit representations and submissions on behalf of the College for or against applications of condonations, referrals, rescinding of awards and decisions, postponements, preliminary issues and final representations. Arrange bilateral and multilateral meetings. Draft minutes for meetings. Prepare documents for employer's caucus and action list for chamber meeting. Gather inputs from human resource and senior management and aspects such as salaries,

benefits, pension and work rules and practices. Maintaining stakeholder relations between the employer and the employee: Liaise with internal, external stakeholders and representing the college regarding Labour relations matters. Issue correspondence related to Labour relations activities such as notice of disciplinary hearing. Update data base on grievance, disputes, misconduct and collective bargaining and capture on PERSAL system: Draft and issue statistical information relating to code of conduct and update database. Update grievance and disputes statistics, report to management and Public Service Commission (PSC). Capturing of cases on PERSAL system for reporting purposes. Capture all resolutions signed at PSCBC and Awards on the database. Management of human, physical and financial resources: Render staff Management. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

**ENQUIRIES
APPLICATIONS**

: Mr. M Gcuwa at Tel No: (044-8840359)
: Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@sccollege.co.za

**FOR ATTENTION
NOTE**

: Mr. M.E Gcuwa
: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications send to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the permanent posts: Re-appointment of former employees. (1) an executive authority shall not re-appoint a former employee, if that employee left the public service earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

CLOSING DATE

: 29 August 2022 at 16:00

POST 28/39

: **SENIOR INTERNAL AUDITOR REF NO: NKC/2022/07/02**

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum (Level 08)
: Nkangala TVET College
: Grade 12 or equivalent plus a three year' National Diploma/Degree in Internal Auditing or relevant qualification majoring in Auditing at NQF level6 as recognized by SAQA. A minimum of three (3) years' experience in internal auditing of which one (1) to two (2) years at a supervisory level. Valid driver's licence. Registered member with Institute of Internal Auditors (IIA SA). Certified internal audit (CIA)/ Internal Audit Technician (IAT) /government Internal Audit (GIA) will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, and Public Service Act. In-depth knowledge of International Standards for Professional

Practice of Internal Auditors (ISPPIA). Knowledge of financial and operational prescripts that governs the Public Sector. Skills and Competencies: Computer literacy. Effective communication skills (verbal and written). Supervisor skills. Problem solving skills. Good interpersonal skills. Time management skills. Report writing skills. Ability to work under pressure and within a team and must have a valid driver's licence.

DUTIES : Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Assist in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Review, collate information and compile reports for Senior Management, Audit, and Risk Committee (ARC). Conduct audit projects in accordance with the audit methodology. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Keep up to date with new developments in the internal audit environment. And internal audit, Compile monthly, quarterly and annual reports against the audit plan, Compile monthly, quarterly and annual reports against the risk register.

ENQUIRIES APPLICATIONS : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION NOTE : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 15 August 2022

POST 28/40 : **SENIOR STATE ACCOUNTANT REF NO: NKC/2022/07/03**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Nkangala TVET College
: Grade 12 or equivalent plus a recognized three (3) National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6), 3-5 years' experience in the financial management environment, Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual), Knowledge of basic financial operating systems etc, Planning and organizing skills, Good verbal and written communication, Interpersonal Relations and must have a valid drivers' license.

DUTIES : Identification and accurate recording of debtors & creditors of the college, liaise with debtors in the more complex and problematic cases to determine payback conditions and time span. Administer the process of obtaining the accounting officer's approval for debt collection conditions, ensure overall supervision of process of obtaining the accounting officer's approval for debt payback conditions and time span on the cases handled. Ensure accurate allocation of monies received, ensure overall accurate allocations of creditors is done and accurate creditors listing is kept, Manage and ensure that monthly creditors reconciliations are performed on regular basis, monitor income against budget and review reconciliations, coordinate, review, analyze and quality assure the financial accounting reporting processes.

ENQUIRIES APPLICATIONS : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION NOTE : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted

candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

- CLOSING DATE** : 15 August 2022
- POST 28/41** : **STATE ACCOUNTANT REF NO: NKC/2022/07/04**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
: Nkangala TVET College
: Grade 12 or equivalent plus a recognized three (3) year National Diploma in Financial Management (NQF level 6) or Degree, 2-3 years' experience in financial management environment, Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual), Knowledge of basic financial operating systems, Computer skills, Planning and organizing skills, Good verbal and written communication, Ability to perform routine tasks, Ability to operate office equipment, Interpersonal Relations, Accuracy and must have a valid drivers' license.
- DUTIES** : Provide salary administration service, perform monthly payroll reconciliation, ensure all mandatory & regulated third party payment are made on time, provide expenditure and general payments services, provide cash and revenue management services, Provide bookkeeping and financial accounting services.
- ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 15 August 2022
- POST 28/42** : **PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: NKC/2022/07/05**
Re-Advert
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Nkangala TVET College
: Grade 12 or equivalent plus a recognized National Diploma in Supply Chain Management/ Logistics/Public Management/Finance (NQF level 6) 2-3 years' experience in supply chain management and asset management environment, Knowledge of Pastel and Sage system, Knowledge and understating of legislative framework governing the Public Services knowledge of treasury regulations, Knowledge of Supply Chain Policies, Knowledge of Department of Higher Education mandate, Planning and organizing skills, Communication (Good verbal and written), Computer Literacy, Report writing and must have a valid drivers' license.
- DUTIES** : Perform bidding administration function for the College Bid Committee, Perform, procurement of goods and services function through effective and efficient demand management services, Assist in the provision of an effective Contract Management service to the College.
- ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at

www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

- CLOSING DATE** : 15 August 2022
- POST 28/43** : **INFORMATION TECHNOLOGY REF NO: NKC/2022/07/06**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Waterval Boven Campus
: Grade 12 or equivalent plus a three year' IT diploma, two years' relevant experience in the IT environment, MCSE, A+ or CCNA will be added advantage. Windows (Windows 7 and Windows 10) and Server (2008) administration knowledge. Innovative thinking and problem-solving skills, honesty, integrity and the willingness to work hard, Ability to work independently and in a team environment, basic maintenance and repair skills of computers. Must have valid driver's licence.
- DUTIES** : Provide IT support to the campus, Manage the network, Manage information data and do regular back-ups, deal with connectivity problems, Ensure optimum and responsible usage of IT services, ensure college computer systems are functional, Maintain software and hardware systems, Conduct trouble-shooting, Manage internet and e-mail services of the College in relation to the College IT policy, Ensure access to e-mail and internet for staff and students, Ensure regular updates are done on all computer systems.
- ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 15 August 2022
- POST 28/44** : **EXAM OFFICER**
- SALARY CENTRE** : R261 372 per annum (Level 07)
: Middelburg Campus Ref No: NKC/2022/07/07
: Witbank Campus Ref No: NKC/2022/07/08
: CN Mahlangu Campus Ref No: NKC/2022/07/09
: Waterval Boven Campus Ref No: NKC/2022/07/10
- REQUIREMENTS** : Grade 12 or equivalent plus a recognized National Diploma (NQF 6) in Education/ Administration or equivalent qualification, 2-3 years in the examination services / Teaching and Learning environment/ related field, Knowledge of White Paper on PSET Act, Knowledge of practice notes. National, policy frameworks relevant to Education, Training and Development, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge and understanding of COLTECH system, TVETMIS, and ITS system.
- DUTIES** : Coordinate internal and external examination assessment services, Coordinate and conduct training of Invigilators, Markers and Data Capturers, facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit.
- ENQUIRIES** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700

APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION NOTE : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 15 August 2022

POST 28/45 : **CAMPUS ADMINISTRATOR**

SALARY : R261 372 per annum (Level 07)
Middelburg Campus Ref No: NKC/2022/07/11
Witbank Campus Ref No: NKC/2022/07/12
CN Mahlangu Campus Ref No: NKC/2022/07/13
Waterval Boven Campus Ref No: NKC/2022/07/14
Mpondozankomo Campus Ref No: NKC/2022/07/15

REQUIREMENTS : Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant or equivalent qualification, 2-3 years relevant experience in Administration environment, Knowledge of office administration, Knowledge of Public Service legislations and policies , Knowledge of PSET, Knowledge and understanding of the TVET Administration, Understanding of the Higher Education sector, Understanding of corporate governance and any other related legislation, Planning and organizing skills, Report writing, Communication and interpersonal, Computer literacy and must have a valid drivers' license.

DUTIES : Provide administration support services to campus management and students Administer and coordinate human resource services: Coordinate Leave forms and submit to central office, Coordinate PMDS documents and submit to central office, Coordinate all relevant documentation pertaining to disciplinary cases and grievances, Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration, Monitor the attendance register for staff, Coordinate the compilation of duty registers and payment for part-time lectures, Support the implementation college staff programme at campus level. Provide procurement services: Recommend purchase requisitions to Campus Management, Draft procurement memo, Complete requisition form, receive goods and services, Coordinate and submit invoices to central office for processing, Verify the correctness of goods and services supplied against the appropriate documentation. Maintain a proper filing system: Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act. Provide Finance and asset management services to the campus.

ENQUIRIES APPLICATIONS : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION NOTE : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 15 August 2022

POST 28/46 : **PLACEMENT OFFICER REF NO: NKC/2022/07/16**

SALARY : R261 372 per annum (Level 07)
CENTRE : Nkangala TVET College
REQUIREMENTS : Grade 12 or equivalent plus a Degree/National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or other related qualifications, 2-3 years' relevant experience in employment services /placement environment. Knowledge of working with SETAs, Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries Excellent Communication (oral and written). Networking skills, Negotiation, Planning skills and must have a valid drivers' licence.

DUTIES : Facilitate the placement of students, Conduct job readiness training programmes, Liaison with commerce, industry and other relevant stakeholders, Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality report and statistics, Monitoring and evaluation of work placement practices, Conduct work based assessment for students, Organise and attend placement visits to monitor the progress of students and deal effectively with any issues concerns that arise.

ENQUIRIES : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 15 August 2022

POST 28/47 : **PERSONAL ASSISTANT REF NO: NKC/2022/07/17**

SALARY : R261 372 per annum (Level 07)
CENTRE : Nkangala TVET College
REQUIREMENTS : Grade 12 or equivalent plus a recognized National Diploma in secretarial (NQF Level 6) or equivalent qualification, 2-3 years' relevant experience in clerical/administrative environment, Experience in rendering a support service to senior management, Knowledge of relevant legislation, prescripts, policies and procedures, Basic knowledge of financial Management, Record management of documents Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills ,Written and verbal communication skills, Ability to act with tact and discretion, Planning and organizing, Maintain Confidentiality.

DUTIES : Ensure the effective flow of information and documents to and from the office of the Principal, Ensure the safekeeping of all documentation in the office of the Principal in line with relevant legislation and policies, Coordinates logistical arrangements for meetings and takes minutes during meetings, compiles reports, Scrutinizes routine submissions/ reports, make notes and or recommendations to the Principal, Responds to enquiries received from internal and external stakeholders, drafts documents as required, filing, Ensure travel arrangements are well coordinated ,Handles the procurement of standard items like stationery, refreshments for the activities of the Principal's Office.

ENQUIRIES : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at

www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 15 August 2022

POST 28/48 : **STUDENT SUPPORT OFFICER REF NO: NKC/2022/07/18**

SALARY : R261 372 per annum (Level 07)
CENTRE : Mpondozankomo Campus
REQUIREMENTS : Grade 12 or equivalent plus a recognized National Diploma/Degree in Social Science / Psychology / Education or equivalent relevant qualification, 2-3 years in Student Support Administration Education/Teaching and Learning environment or related field, Knowledge of PSET and CET Act, Knowledge and understanding of Student Support Services Act, Knowledge and understanding of electoral processes, Knowledge of career guidance and extra-curricular activities, Knowledge of the National Student Financial Aid Scheme and related legislation, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Administrative skills, planning and organizing skills, Report writing, Communication and interpersonal skills, Problem solving, Computer literacy, be Client oriented and must have a valid drivers' license.

DUTIES : Provide student support services, provide student counselling or referral services, Implement student work placement policies, provide career guidance, counselling and academic support for students, Implement the sport, recreation, arts and culture programs for student in the campus, Facilitate student governance and student leadership development and exit support programme.

ENQUIRIES : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 15 August 2022

POST 28/49 : **WELLNESS OFFICER REF NO: NKC/2022/07/19**

SALARY : R261 372 per annum (Level 07)
CENTRE : Nkangala TVET College
REQUIREMENTS : Grade 12 or equivalent plus an appropriate Bachelor's Degree in Psychology or BA. Social Work (Major in Psychology) or Sports Science, or equivalent qualification, 2-3 years in Employee Health and Wellness environment or related field, Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness, Understanding of HIV/AIDS and TB Management, including PILIR, Understanding Safety Health Environment Risk Quality Management including processes of COIDA, In-depth knowledge in conducting counselling, Planning and organizing skills, Report writing, Communication and interpersonal relations, Presentation skills/knowledge of Health and Wellness policies, processes and systems.

DUTIES : Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework, implementation of health and wellness policy for the college, conducting Health and wellness surveys, Coordinate Health and Wellness programme based on the Health Wellness survey. Coordinate all logistical arrangements for workshops on Health and

Wellness programmes to create awareness and support. Provide support in the implementation of Employee Wellness programme services, Promote psycho-social wellness of employees in the college, Provide counseling, Promote physical wellness of employees in the college through sport, Provide interventions to mitigate absenteeism, Provide awareness and education on the Health and Wellness issues, Monitor programmes to manage lifestyle diseases and Health risks, Coordinate voluntary HIV counselling and testing, Coordinate diabetes and glucose screening; and Coordinate STD health and other health related challenges affecting employees.

ENQUIRIES : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 15 August 2022

POST 28/50 : **SECRETARY TO CAMPUS MANAGER REF NO: NKC/2022/07/20**

SALARY : R176 310 per annum (Level 05)
CENTRE : Waterval Boven Campus
REQUIREMENTS : Grade 12 Certificate plus N6 Certificate or NCV Level 4 in Management Assistant or Office Administration or equivalent qualification. Minimum of one (1) year experience in secretarial duties and general administration. Knowledge of administrative procedures, computer literacy, proficient in Microsoft office and outlook, sound organizational skills, good people skills. High level of reliability and flexibility, sound written and verbal communication skills, client orientation and customer focus, able to work in a high-pressure environment, innovation and networking skills. Must have a valid driver's license.

DUTIES : Provide secretarial and clerical support services to the Campus Manager. Receive telephone calls and messages and channel calls to relevant offices. Manages and coordinate the diary of the Campus Manager. Typing of documents, render logistical arrangement, coordinate and arrange meetings and events of the Campus Manager. Process and manage all travel arrangement for the Campus Manager. Process all travel and subsistence claims and invoices, draft all routine correspondence and reports and administers matters like leave registers and telephone accounts.

ENQUIRIES : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 15 August 2022

POST 28/51 : **PROVISIONING ADMINISTRATIVE CLERK: SUPPLY CHAIN MANAGEMENT REF NO: PS 22/ 2022**
(PERSAL Appointment)

SALARY : R176 310 per annum (Level 05), plus benefits as applicable in the Public Service

CENTRE : Nkangala TVET College

REQUIREMENTS : Matric or NCV Level 4 with a 3 -year recognized Diploma/degree in Supply Chain Management/Logistics/Public Management (NQF) Level 6).1 - 2 years relevant experience. Knowledge: Knowledge and the understanding of ITS, MIS will be an added advantage. Knowledge of assets and disposal procedure. Knowledge and understanding of legislative framework governing the Public Services. Knowledge of Supply Chain policies. Knowledge of Higher Education mandate. Skills: Planning and organizing. Good verbal and written communication Skills. Computer Literacy. Flexibility. Teamwork. A Valid Code 8 driver's license Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Provide supply chain clerical support services within the College. Perform procurement of goods and services function through effective and efficient demand and acquisition management services. Assist in the provision of an effective contract management service to the College. Provide logistical and disposal services. Provide the status of orders and commitments and reports to his/her supervisor. Monitor supplier performance. Contribute to effective asset and inventory management. Assist with the bidding administration function for the College Bid Committees.

ENQUIRIES APPLICATIONS : Ms. Mpalala or Mr. P Terblanche Tel No: (044-8840359)
Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@sccollege.co.za

FOR ATTENTION NOTE : Mr. M.E Gcuwa
Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts Re-appointment of former employees. (1) an executive authority shall not re-appoint a former employee, If that employee left the public service earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

CLOSING DATE 29 August 2022 at 16:00

POST 28/52 : **LEARNING MANAGEMENT SYSTEM AND QUALITY ASSURANCE ADMINISTRATOR REF NO: PS 22/ 2022**
(College Council Appointment)

SALARY : R176 310 – R207 681 per annum (Level 05), plus benefits as applicable in the Public Service

CENTRE : Nkangala TVET College

REQUIREMENTS : A matric or NCV Level 4. A qualification in Software Development, Testing, Computer Science or related qualification. Computer Literacy (MS Office, Excel, and Access) Administrative skills with at least 2 years' experience either in designing of websites, computer programming or coding. Knowledge: Knowledge of computer programming languages or coding. Understanding management systems reporting processes and procedures. Self-motivation and independence, creative and innovative. Integrating systems and software, training end-users, analyzing processes. Secretarial and interpersonal skills. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Create Office 365 email addresses for all students (Occupational and Ministerial) and maintain the Learning Management System (LMS) and assist with the Server to ensure minimum disruption to academic programme. Configure, administer, maintain, update and document the Moodle LMS environment; Review the security of LMS and Server. Maintain accurate records of registered students across programmes and Quality Assurance (QA) information. Provide technical support and assist with training of students and staff throughout the college regarding LMS and QA and provide guidance to IT Campus Administrators. Updating and maintenance of College online Quality Management System (QMS), accurately capture and upload data related to quality including templates and documents. Develop and create templates, maintain and update all database for Quality Management System interventions. Coordinate logistics and assist with internal QMS planning and execution of quality audits. Provide administrative support to QA in policy development, review and approval processes including taking minutes, research projects and organise information and liaison with campuses and public on complaints, compliments and suggestion. Organise customer feedback process. Assist with hosting of college websites, intranet and other online systems. Ensure infrastructure of student feedback systems. Filling and archiving of QA accounting documents.

ENQUIRIES : Ms. N Matroos Tel No: (044-8840359)

APPLICATIONS : Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@sccollege.co.za

FOR ATTENTION : Mr. M.E Gcuwa

NOTE : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 forms should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so.

Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts Re-appointment of former employees. (1) an executive authority shall not reappoint a former employee, if that employee left the public service: earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

- CLOSING DATE** : 29 August 2022 at 16:00
- POST 28/53** : **DRIVER/MESSENGER REF NO: NKC/2022/07/21 (X2 POSTS)**
- SALARY** : R147 459 per annum (Level 04)
CENTRE : Central Office
REQUIREMENTS : A grade 10 qualification/ standard 8, A valid driver's license with PDP. One (1) year experience as a drive/messenger. Knowledge of procedures for maintenance of motor vehicle, Knowledge to compile log books. Excellent organizational and time management skills. Good interpersonal relations and communication skills, Good filing and recordkeeping.
- DUTIES** : Collect and deliver documents internal and external, Collect and deliver mail to and from the Post Office, transport employees and students, collect and deliver office equipment, do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled.
- ENQUIRIES** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION** : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 15 August 2022

DEPARTMENT OF HOME AFFAIRS



APPLICATIONS : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at www.gov.za, by the closing date to: Civicsrecruitment@dha.gov.za

CLOSING DATE : 15 August 2022

NOTE : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

POST 28/54 : **DISTRICT MANAGER OPERATIONS (X5 POSTS)**
This is a re-advertisement, Candidates who have previously applied, and are still interested may re-apply.

SALARY : R1 073 187 - R1 264 176 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Eastern Cape: Chris Hani District Municipality, (Komani-Queenstown) Ref No: HRMC: 53/22/1a (X1 Post)
Gauteng: Ekurhuleni Metro Municipality: (Germiston) Ref No: HRMC: 53/22/1b (X1 Post)
Gauteng: Johannesburg Metro Municipality: (Johannesburg CBD) Ref No: HRMC: 53/22/1c (X1 Post)
Limpopo: Mopani District Municipality: (Giyani) Ref No: HRMC: 53/22/1d (X1 Post)

Northern Cape: John Taolo Gaetsewe District Municipality: (Kuruman) Ref No: HRMC: 53/22/1e (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Operations Management /Social Sciences or Leadership, Management or Administration at (NQF level 7) as recognized by SAQA. 5 years' experience in middle / Senior management level is required. Extensive experience in Operations Management is required. Pre-entry Certificate to Senior Management Services endorsed by National School of Government. Knowledge and understanding of Civic Services Act as well as the Immigration Services Acts. Knowledge of the Public Service Regulatory Framework. Knowledge and understanding of departmental legislation and prescripts. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management, honesty and integrity. Program and project management. Change, knowledge and information management. Decision making and initiating action. Communication, business report writing and presentation skills. Influencing and networking. Planning and Organising. Logistics and Operations management. Research methodology and analysis. Policy development, diplomacy and computer skills. A valid drivers' license, willingness to travel and work extended hours.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic services in the District in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Identify external trends and patterns that will impact the medium and long term footprint and channel development. Manage the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and mobile offices. Ensure the implementation of delivery against the mandates derived from the Government's Programme of Action (POA). Oversee the security integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Ensure the accessibility of DHA services by the public and management of outreach programmes. Provide inputs in the development of Civic Services strategies. Oversee operations and activities of all Local offices to ensure they meet the needs of the clients in line with the departmental service standards. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure all processes are accurate and efficient in the execution of operations. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices that adhere to set requirements. Provide expert advice and guidance on District Municipality on operational issues and matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Oversee the operations of Immigration Services in the District /Metro Municipality in accordance with service delivery standards. Oversee the management and the oversight of Inspectorate activities in the District Municipality. Coordinate the district inspectorate services. Manage Immigration operations (e.g. inspectorate, law enforcement, deportations and inspectorate functions). Manage the collaboration of law enforcement agencies in combating with illegal immigration, (corruption, fraud, human, human trafficking and human smuggling). Manage the effective compliment, speedy and human management of deportation of transgressors of the immigration Act. Coordinate the effective and consistence investigation of non-compliance to the Immigration Act, Refugee Act and other departmental legislation. Manage compliance in line with all legislation administered by the department in the District / Metro Municipality. Ensure efficient management of risk and audit queries to obtain an improved audit outcome in the District / Metro Municipality. Identifying policy gaps, provide inputs and comments on drafting policy documents. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs. Ensure effective interpretation and implementation of Civic Services and Immigration legislative framework. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the District. Develop the Operational plan for prioritisation and resource planning. Align and integrate national immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Oversee operations and activities of all Inspectorate to meet the needs of the clients in line with the departmental

service standards. Provide strategic direction within the District Municipality. Manage the delivery of the Operational plan against the agreed objectives and timeframes. Report on the performance of the District Municipality against the APP, BP and Operational Plan to the Provincial Manager. Develop technical expertise within the District Municipality and keep abreast of technological advancements and new legislations. Ensure the implementation of innovative initiatives. Provide executive support in the District. Draft and submit reports that are required or delegated by Ministry, Director-General, Deputy Director-General or other Business Units. Ensure compliance with all audit requirements within the District. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the District. Ensure effective development and management of internal service level agreements. Ensures effective alignment of Civic and Immigration Service's budget and reporting to the department's strategic planning in terms of the Treasury Regulations and PFMA of 1999. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the District. Recommend and implement performance improvement initiatives. Ensure effective and compliant implementation of performance management within the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. Liaise with various internal and external bodies/institutions on matters relating to Civic and Immigration Services functions. Recommend stakeholder development patterns within the District Municipality. Ensure that the DHA services and plans are in line with the Integrated Development Plan (IDP) of the Metro- municipality. Ensure the delivery of services against the mandates derived from the Government's Programme of Action (POA). Develop and maintain good relations within the department and all stakeholders. Represent the District at management and other government forums. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Manage key stakeholder's relationship related to the delivery of services. Develop relationship across diverse groups of stakeholders. Interaction with Provincial and local government. Manage human, physical and financial resources in the District Municipality. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the District. Ensure management of external contractors and suppliers. Ensure that Finance, supply chain and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure talent management within the Unit (attraction, retention, development). Ensure the implementation of performance management system. Ensure the management grievances, discipline and terminations in the District Municipality. Lead and direct staff in the District so that they are able to meet the departmental objectives. Ensure that managers are equipped with the required skills to manage transformation and transition.

ENQUIRIES

: Eastern Cape: Mr S Mapukata Tel No: (043) 604 6418
Gauteng: Mr P Mlangeni Tel: (011) 242 9039
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Northern Cape: Ms S Botha Tel No: (053) 807 6706

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

- APPLICATIONS** : **Cape Town/Western Cape:** Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
KwaZulu - Natal Region: P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001
Northern Management Region: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at 265 West Avenue, Tuinhof, Karee (West Block), Centurion, 0046.
Central Management Region: P.O. BOX 3839, Bloemfontein 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300
- CLOSING DATE** : 19 August 2022
- NOTE** : The application must include only the completed and signed new Z83 Form (which has been in effect since 1 January 2021), obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive Curriculum Vitae, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks of experience as compared to the Public Service, as well as at least three contactable references. Certified copies of the Identity Document, Senior Certificate, Driver's License where necessary and all qualifications mentioned in the CV, as well as a SAQA verification report for foreign qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. 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. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates and other suitability checks. 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 when requested. 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. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to JICS being processed by JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, under the Protection of Personal Information Act, 2013. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. JICS reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indians and people living with disabilities.

OTHER POSTS

- POST 28/55** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: JI 89/2022**
Directorate Support Services
(12 months contract appointment)
- SALARY** : R176 310 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Knowledge of supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organisational skills. Ability to work independently. Knowledge of SYSCON and LOGIS system will be an added advantage.
- DUTIES** : The successful candidate will be responsible for assisting with procurement of goods and services and liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.
- ENQUIRIES** : Mr. A Fortuin Tel No: (021) 421 1012
- POST 28/56** : **INDEPENDENT CORRECTIONAL CENTRE VISITORS**
Thirty-Six Months (36) months contract for all ICCV positions.
- SALARY** : R66 117 (3/8th) per annum (Level 05 on part-time notch) + 37% in lieu of benefits.
CENTRE : Western Cape Management Region
Buffelsjagsrivier Correctional Centre (Ref No: JI 90/2022)
Hawequa Correctional Centre (Ref No: 91/2022)
Kwa-Zulu Natal Management Region
Sevontein Correctional Centre (Ref No: JI 92/2022)
Stanger Correctional Centre (Ref No: JI 93/2022)
Northern Management Region
Boksburg Juvenile Correctional Centre (Ref No: JI 94/2022)
Johannesburg Female Correctional Centre (Ref No: JI 95/2022)
Central Management Region
Harrismith Correctional Centre (Ref No: JI 96/2022)
- REQUIREMENTS** : Grade 12 and computer literacy knowledge. A recommendation of nomination as an ICCV by a community organization. Public spirited and sound knowledge of the Batho-Pele principles. Assertiveness and ability to work under pressure in a corrections environment. Able to function independently. Passion for human rights. Driver's license and own transport will be an added advantage.
- DUTIES** : The successful candidates will be responsible to visit the correctional facility daily and engage with inmates and officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of death, segregations, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Administrative tasks will include dealing with and capturing inmate complaints and mandatory matters and detailed report writing.
- ENQUIRIES** : Mr G Wicomb Tel No: (021) 421 1012 (Western Cape Management Region)
Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900 (Kwa-Zulu Natal Management Region)
Mr M Mentoor, Mrs G Nkuna (012) 663 7521 (Northern Management Region)
Mr M Prusent / Ms Y Mdlalose, Tel (051) 430 1954 (Central Management Region)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 15 August 2022

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 28/57 : **DEPUTY MASTER: MR-6 REF NO: 22/181/MAS**

SALARY : R480 927 – R1 157 940 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE REQUIREMENTS : Master of the High Court: Pretoria
LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of deceased & insolvent estates, curatorships, Trusts and Guardians Fund. Skills and Competencies: 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;

DUTIES : Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic Objectives of both the Master's Branch as well as the Department; Provide 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; Compile, analyze and report correct monthly statistics.

ENQUIRIES APPLICATIONS : Mr R Chauke Tel No: (012) 315 1329
Quoting the relevant reference number, direct your Application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE

People with disabilities are encouraged to apply

POST 28/58

: **ADMINISTRATIVE OFFICER REF NO: 28/22/NC/FA/UPT**
(This Post is a re-advertisement)

SALARY

: R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement

CENTRE

: Office Family Advocate, Upington

REQUIREMENTS

: A Bachelor's degree in Business Administration or National Diploma /NQF level 6 or related; A minimum of 3 years working experience in Administration of which at least 1 year should be at supervisory level/team leader; Knowledge of the Medium Term Expenditure Framework, and Basic Accounting systems (BAS); A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good Interpersonal relations; Organizational and leadership skills; Work independently.

DUTIES

: Key Performance Areas: Execute administrative functions and provide effective management within the office/service point; Provide supply chain management and human resources services of administrative component of the Family Advocate office; Render advice/assistance on a wide spectrum of matters within occupational class context; Compile and submit monthly statistics and expenditure in respect of an office; Manage and control allocated government vehicles and safeguard departmental asset.

ENQUIRIES

: Ms. C.Van Wyk Tel No: (053) 838 4563

APPLICATIONS

: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR Physical address: The New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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

APPLICATIONS : Please forward your application, quoting the relevant reference number, MISA-ASD-FAS-01@misa.gov.za

CLOSING DATE : 15 August 2022

NOTE : All applicants must be SA citizens/ permanent residents. Applications must be submitted on new Z83 form obtainable from any public service department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom>. Applicants are NOT required to submit copies of qualifications and other relevant documents on application BUT must submit new Z83 application form and must be accompanied by a recently updated comprehensive CV with contactable references. Communication by HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following the communication from HR. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to sign new Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates could be expected to complete management competency assessments. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces

OTHER POST

POST 28/59 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/ASD-FAC/01 (X1 POST)**

SALARY : R382 245 – R450 255 per annum

CENTRE : Centurion- Head Office

REQUIREMENTS : An appropriate National Diploma or Degree in Accounting or Financial Management or equivalent qualification with Three (3) to Five (5) years relevant experience in Financial Management. Experience in the payroll system may be an advantage. Core Competencies: Strategic Capacity and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty, and Integrity. Technical competencies: In depth knowledge and understanding of: Knowledge: Public Finance Management (PFMA), Treasury Regulation, Division of Revenue Act, Basic Accounting System and General Ledger Reconciliation and Analysis Debtor Control and Creditor.

DUTIES : The successful candidate will perform the following duties: implement and monitor the procedure and policies with regard to financial accounting, Review and authorise transaction on PERSAL system and ensure compliance with internal control. Conduct monthly Reconciliation of wage payments, S&T's and related claims. Process sundry payments for claims and wage payment, Process supplier payments and maintain and clear off salary suspense accounts and reconciliation thereof on PASTEL system.

ENQUIRIES : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/ 5379

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

- : **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

CLOSING DATE

- : 15 August 2022

NOTE

- : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG).For

more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. **ERRATUM:** Kindly note that the requirements for the post of Legal Administration Clerk: Provincial Service Centre: Gauteng, Ref No: 2022/123/OCJ advertised in Public Service Vacancy Circular 27 dated 22 July 2022, with a closing date of 08 August 2022 are as follows: Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Apologies for any inconvenience caused.

OTHER POSTS

- POST 28/60** : **SENIOR LAW RESEARCHER REF NO: 2022/124/OCJ**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Division of the High Court
- REQUIREMENTS** : Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches.
- ENQUIRIES** : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7065
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064
- POST 28/61** : **OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2022/125/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of the High Court: Makhanda
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 (360 credits). A minimum of three (3) years' relevant experience in an Office Administration environment. A valid driver's licence. An LLB will serve as an added advantage. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Manage the Office of the Judge President at the Eastern Cape Division of the High Court: Makhanda. Support the Judge President in communication with all

Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant operational units at the courts. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special Fields.

ENQUIRIES : Technical enquiries: Mr D Kroqwana: 087 086 6942
HR related enquiries: Mr S Mponzo or Ms P Biko Tel No: 087 086 6935/6929

POST 28/62 : **ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: 2022/126/OCJ**

SALARY R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and an appropriate three-year Diploma/Degree in Human Resource Management or equivalent. A minimum of 3 years' experience in the Human Resource Management environment of which 3 years must have been in recruitment and selection at supervisory level. A Valid Driver's license. PERSAL Introduction certificate. PERSAL establishment certificate will be an added advantage Skills and Competencies: Knowledge of the Public Service Regulations and the ability to interpret and apply all applicable regulatory prescripts, Ability to formulate policies. Problem solving abilities. Excellent communication skills (written and verbal), Project management skills, Interpersonal, liaison, co-ordination and organising skills, Leadership and conflict resolution abilities, Willingness to work beyond normal working hours.

DUTIES : Manage the advertisement of posts by: Interacting with line function, Assist with the responses from the advertising process, Participate in the selection panels and prepare submissions for appointments, Oversee the arrangements for interviews such as dates, venues, and invitations to candidates, Ensure candidates attend all tests e.g (competency assessments. as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts, Assist in conducting research, developing, implementing and maintaining the recruitment and selection policies, standard operating procedures & strategies in line with legislative prescripts, Personal Verifications, Provide a supervisory service to the Sub-directorate, Ensure compliance with Employment Equity Act Develop, review and implement HR policies, procedures and processes; operational plans, risk management registers and audit action plans. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports, operational plans, risk management registers and Audit Action plans. Management Human resource records and ensure compliance with the records management prescripts.

ENQUIRIES : Technical and HR related enquiries: Ms L Kwinika / Ms C Gideon Tel No: (010) 493 2500/2578/2528

POST 28/63 : **LAW RESEARCHER REF NO: 2022/127/OCJ**

SALARY R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Labour And Labour Appeals Court: Johannesburg

REQUIREMENTS : Matric certificate and LLB degree or a four (4) years' recognized legal qualification as recognized by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving

- and planning skills. Decision making skills. Time management skills. Creative and analytical skills.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare- judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches.
- ENQUIRIES** : Technical enquiries: Ms T Nzimande Tel No: (011) 359 5718
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8505
- POST 28/64** : **JUDGE'S SECRETARY REF NO: 2022/130/OCJ**
(3-Year Contract)
- SALARY** : R261 372 – R307 890 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu-Natal Local Division: Durban
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Act as custodian of Judge's furniture, equipment and library books. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical enquiries: Ms S Govender Tel No: 031 492 6125
HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206

POST 28/65 : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR GENERAL: COURT ADMINISTRATION SERVICES REF NO: 2022/131/OCJ**

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: Matric certificate and a Secretarial Diploma or equivalent qualification. Minimum of three (3) years' experience in rendering a support service to Executive Managers. Secretarial qualification on NQF Level 6 or LLB degree on NQF Level 7 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing the Public Service. Basic knowledge of financial administration. Skills and Competencies: Good communication. Planning and organising skills. Good telephone etiquette. Sound organisational skills. Good people skills. High level of reliability. Be meticulous to detail and work within deadlines. Proven Computer Literacy, including MS Word, MS PowerPoint & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Ability to work independently. Good grooming and presentation. Self-management and motivation.

DUTIES : Provide secretarial support service to the Deputy Director General: Court Administration Services (DDG: CAS). Render administrative support services whilst managing the office of the DDG: CAS. Provide support during meetings and supports the DDG with the administration of the Branch budget, including audit and risk management. Study of the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Technical /HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533

POST 28/66 : **REGISTRAR REF NO: 2022/129/OCJ**

SALARY : R260 928 - R926 193 per annum, MR3 to MR5, (OSD), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : KwaZulu-Natal Local Division: Durban
: Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. A valid driver's licence. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Supervisory skills. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Results driven. Honesty/Trustworthy. Observance of confidentiality. Ability to work under pressure and meeting of deadlines.

DUTIES : Supervision and Management of employees in the Registrar's Office. Co-ordination of Case Flow Management and support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate appeals and reviews. Quality check Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Process unopposed divorces and the facilitation of Pre-Trial conferences. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Provide practical training and assistance to the Registrars' Clerks. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgements by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend judicial support functions. Issue court orders and attend to office management. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.

ENQUIRIES : Technical enquiries: Ms P Mahomed Hanis Tel No: 010 493 2666
HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206

- POST 28/67** : **ADMINISTRATION CLERK: DCRS REF NO: 2022/132/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE** : KwaZulu-Natal Local Division: Durban
- REQUIREMENTS** : Matric Certificate or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case, flow management will serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. Skills and Competencies: Communication (written and verbal) and public relations skills. Computer literacy (MS Office). Good interpersonal. Good problem solving skills. Accuracy and attention to detail. Ability to work under pressure and solve problems. Customer service skills. Document management and operational knowledge of operating DCRS/CRT equipment.
- DUTIES** : Prepare court before court proceedings to ensure that equipment is in a working order. Perform digital recording of court proceedings and ensure integrity of such recordings and documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain. Facilities of the court as required by the Judiciary, Court Manager and /or Supervisor.
- ENQUIRIES** : Technical/HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
- POST 28/68** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2021/133/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: North West
- REQUIREMENTS** : Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.
- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
- ENQUIRIES** : Technical/HR related enquiries: Mr OPS Sebatso Tel No: (018) 397 7114/7064

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za
- CLOSING DATE** : 19 August 2022, 15h30
- NOTE** : Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). NB: Prospective Applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants must indicate the reference number of the vacancy in their applications. 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. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates. The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 28/69** : **DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS: GAUTENG PROVINCIAL OFFICE REF NO: DD: PAI/GPO/07/2022**
(12 Months Contract)
- SALARY** : R744 255 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

- CENTRE** : Office of the Public Service Commission Gauteng Provincial Office, Johannesburg
- REQUIREMENTS** : The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor's Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration. Three (3) to five (5) supervisory/ASD years' experience in forensic Investigations/ Investigations/ Auditing/ Fraud and Anti-Corruption. Knowledge and experience of the Public Service legislation including but not limited to: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).
- DUTIES** : Investigate complaints lodged with the PSC and of PSC's own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System (Database on Complaints). Follow up on cases referred to departments for investigation. Conduct investigative research into areas of Public Administration practices. Draft reports with appropriate findings, recommendations/directions/ advice. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Compile presentations on investigative reports. Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC's recommendations and directions and update relevant databases. Supervise staff. Provide support to the organization through participation in office management related tasks.
- ENQUIRIES** : Ms D Nkwanyana Tel No: 011 833 5721/2

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 15 August 2022
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance within one month of appointment.

OTHER POST

- POST 28/70** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) REF NO: DPSA 22/2022**
- SALARY** : R382 245 per annum (Level 09). Annual progression up to a maximum salary of R450 255 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised National Diploma / B. Degree in Business / Management / Commerce Management studies / Supply Chain Management / Public Management or equivalent qualification at NQF level 6 within the above-mentioned fields. Minimum of 3 years' experience in Logistics or Supply Chain Management. Minimum of 3 years at supervisory level in SCM. Knowledge of Public Service Regulatory Framework. Sound understanding of DPSA Strategy. Knowledge of Supply Chain Management Framework. Knowledge of Supply Chain Management Systems. Attributes: Acceptance of responsibility, Quality of work, Reliability, Initiative, Communication, Interpersonal, Flexibility, Team Work Networking and building Bonds. Managerial Skills: Strategic Management, Project Management, Developing others, Planning and Organising and Team Leadership. Generic Skills: Client orientation and customer focus, Problem solving, Decision making, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report writing and Computer literacy. Technical skills: Research and Analysis, Policy Development, Policy Implementation, LOGIS and BAS.
- DUTIES** : To provide Supply Chain Management and Logistics Services. Participate in the development and implementation of supply chain management policies and procedures. Manage acquisition of goods and services processes (draft bid documents, liaise with suppliers and service providers, maintain supplier database, calculate BEE points). Manage service level agreements, Bid and Contract Administration (contract management) and payment processes. Manage stationery logistics (Scrutinize the request to ensure compliance,

capture information on LOGIS, issue voucher, liaise with suppliers, and reconcile the bin card, journal entry). Provide technical advice on supply chain management operations (advise the Bid Committees on SCM Framework, ensure compliance).

ENQUIRIES

: Mr. Michael Jackson Tel No: (012) 336 1189

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in subject-line), by post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 15 August 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The **dtic** is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. **NB:** The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. Proof of enrolment will be required upon shortlisting. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The **dtic** reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 28/71** : **CHIEF DIRECTOR: REGULATORY POLICY AND LEGISLATION REF NO: (CCRB - 038)**
Overview: To provide strategic direction, development and implementation of Regulatory Policy and Legislation
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum, (Level 14), (all-inclusive remuneration package)
: Pretoria
: An undergraduate qualification (NQF Level 7) in Economics or Law. 5 years' relevant senior managerial experience in a Law, Politics or Economics environment. Skills/Knowledge: Experience in development, implementation and review of policies and legislation related to consumer and corporate regulation. Experience in the management of research and policy formulation. Experience in organisational strategic planning, performance and financial management, monitoring and evaluation. Experience in stakeholder management, people management, project management, strategic capability and leadership. Negotiation skills, research skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of economic policy, in particular competitiveness and regulatory issues. Knowledge and understanding of monitoring and evaluation methods, tools and techniques. Knowledge and understanding of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. Computer literacy, knowledge and understanding of key legislation applicable to public entities and the dtic.
- DUTIES** : Oversee the identification, development and review of policies and legislation related to consumer and corporate regulations: Manage and monitor the identification, development and review of regulatory policies and Legislation. Identify, contract and manage resources required for the implementation of

projects related to development and review of regulatory policies and legislation. Evaluate the success of projects and prepare projects implementation review reports. Oversee the management of policy implementation: Develop the strategic focus and policy direction for the management of implementation of policies. Identify, research and manage the development of strategic issues, policies and legislative reviews. Manage stakeholder's enquiries and litigation related enquiries. Identify, contract and manage resources and other partners to assist with processes. Oversee and monitor the development of inputs and position papers for domestic and international policy processes: Identify, research and manage the preparation of policy inputs for domestic and international policy processes. Contract and manage resources to assist with the preparation of policy positions. Prepare the dtic positions on policies and legislation of other government departments. Represent the dtic at intergovernmental working groups and at public events. Manage the preparation of responses to Parliamentary and other questions. Oversee the legislative drafting and consultation: Identify and research policy and legal issues. Prepare drafting memoranda and policy papers. Oversee facilitation of legislative drafting process and provide guidance to the drafters. Conduct consultation workshops and sessions with stakeholders on policy and legislative matters. Manage all approval processes, including ministerial and Cabinet approvals. Oversee the effective implementation of policies and strategies: Manage the project and implementations plans. Coordinate the implementation in line with plans. Monitor and evaluate the implementation plan. Manage and improve the implementation plan. Chief Directorate Management: Oversee the financial resource and assets of the Chief Directorate. Oversee and manage human resources (staff/ personnel). Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against Chief Directorate business and operational plans.

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

POST 28/72 : **CHIEF DIRECTOR: SPATIAL INDUSTRIAL DEVELOPMENT AND ECONOMIC TRANSFORMATION REF NO: (SID&ETB-003)**

Overview: To provide strategic and operational support to the Deputy Director-General SID & ET with regard to the implementation of organizational strategies to ensure effective and efficient operations of the dtic.

SALARY CENTRE REQUIREMENTS : R1 269 951 per annum, (Level 14), (all-inclusive remuneration package)
: Pretoria

: An undergraduate qualification (NQF Level 7) in Economics /Finance / Business Admin / Public Management or related studies. 5 years' relevant senior managerial experience in a Business Administration and/or Operational Management environment. Skills/ knowledge: Experience in business administration and operations or general management. Experience in organisational strategic planning, performance and financial management, monitoring and evaluation as well as reporting. Experience in risk management, stakeholder management, people management, project management, strategic capability and leadership. Research skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Proficient in MS Office Packages.

DUTIES : Provide strategic direction on the development, management and monitoring of Spatial Industrial Development framework i.e policies, programmes and strategies; Provide guidance on the envisaged integration of Spatial Industrial Development (SID) and Economic Transformation tools i.e Special Economic Zones, Industrial Parks and Township Economic Development, BBBEE, Black Industrialist Programme. Provide strategic direction on the development, management and monitoring of Economic Transformation. Represent the Deputy Director General at various forums eg, Exbo. Represent the branch at committee such as: Audit committee, Bid Adjudication Committee, Opscom, Risk, OHS, ICT steering committee, Transformation committee member. Provide support and inputs into the Departmental Medium-Term Strategic Framework (MTSF) and Annual Operational Plan (APP) of the Department Stakeholder Management. Oversee the implementation of special projects and SLA's relating to establishment of agencies. Manage and oversee the process

- of budgeting and budget transfers to agencies. Manage and oversee service delivery in all areas of the Branch.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835
- POST 28/73** : **CHIEF DIRECTOR: ECONOMIC INFRASTRUCTURE & LOGISTICS REF NO: (SID&ETB-026)**
 Overview: To provide strategic leadership and guidance in the designing and implementation of policies, programmes and strategies for economic infrastructure and logistics along various economic development corridors, Townships and Districts
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum, (Level 14), (all-inclusive remuneration package)
 : Pretoria
 : An undergraduate qualification (NQF Level 7) in Economics/ Development Studies/ Business Development/Logistics or related studies. 5 years' relevant senior managerial experience in an Entrepreneurship and Business Development environment. Skills/Knowledge: Experience in the design, development and implementation of organisational processes and systems, strategies, policies, projects and programmes. Experience in Economic Infrastructure and Logistics. Experience in organisational strategic planning, performance and financial management, monitoring and evaluation. Experience in risk management, stakeholder management, people management, project management, strategic capability and leadership. Research skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act, Employment Equity Act, Skills Development Act, B-BBEE Act and Treasury Regulations. Proficient in MS Office Packages.
- DUTIES** : Identification and implementation of catalytic projects in all 52 districts. Coordination of the dtic' s work in all districts; Participate and Coordinate District Development Model Initiatives on behalf of the dtic; Compile annual reports classifying the work of the dtic at District level work across 52 Districts/Metros; Compile annual reports identifying private sector industrial nodes at District level; Compile annual reports identifying and facilitating localisation opportunities for Districts, Support to small scale and medium sized industrial development initiatives in townships and rural areas; Play an oversight role in the development of implementation programmes and strategies. Oversee the development of Infrastructure for Local Economic Development. Lead the assessment process of demand and supply for the Economic Infrastructure and Logistics services. Implement SDIP standards of reporting and report into top management, portfolio committee, EXBO, ICTs cluster and NEDLAC. Present a consolidated report on the status of Economic Infrastructure and Logistics in the country. Present reports on Infrastructure Investment, regulatory reform and logistics efficiency on Foreign Direct Investments (FDIs). Provide guidance and direction in reporting on the state of SA's infrastructure and logistics networks and trade policy. Partner with strategic entities in the area for annual analysis for priority Sectors i.e Council for Scientific Industrial Research (CSIR), Development Bank of Southern Africa, Transnet, etc. Report on site visits conducted for Economic Infrastructure and Logistics projects. Provide guidance and direction in the analysis and identification of economic infrastructure opportunities within the rail, energy sector. Oversee the development of a database for South African and International players on Infrastructure. Guide the provision of Freight Logistics analysis and support to priority Sectors and sector Master Plans. Oversee the logistics constraints analysis for enterprise growth. Provide guidance in the establishment of Centres of Excellence for Logistics. Provide strategic guidance in the packaging of the dtic offerings within the context of economic infrastructure and logistics. Guide the development of a database for North Africa in order to create awareness Promote the Infrastructure investment in the continent Guide the development of a framework for economic infrastructure and logistics projects. Review, amend and align SDIPs with business plans within timelines. Intervene on Economic Infrastructure and Logistics projects as problems may arise. Build stakeholder and planning relationships with infrastructure and logistics providers, at a regional and

		provincial level as well as with state owned entities. Oversee the effective and efficient operation of the Chief Directorate.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835
<u>POST 28/74</u>	:	<u>CHIEF DIRECTOR: BILATERAL TRADE RELATIONS (REST OF WORLD)</u> <u>REF NO: (TPN & C – 030)</u> Overview: To promote economic relations and bilateral policy development with countries in America, Europe, Asia and the Middle East on a bilateral/ regional basis.
<u>SALARY</u>	:	R1 269 951 per annum, (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Economics/ International Relations or International Law with an Economics focus. 5 years relevant senior managerial experience in an Economics/ International Relations or International Law environment. Skills/Knowledge: Experience in research, negotiations, economic relations and bilateral policy development as well as analysis thereof. Understanding of economic policy, especially trade and industrial policy development and economic regulation. Experience in organisational strategic planning, performance and financial management, monitoring and evaluation. Experience in stakeholder management, people management, project management, strategic capability and leadership. Negotiation skills, research skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Computer literacy, knowledge and understanding of key legislation applicable to public entities and the dtic.
<u>DUTIES</u>	:	Research and Policy formulation management: Research and compile strong analytical documents assessing trade, investment and the potential for South Africa to develop cooperative arrangements with targeted countries in industrial development, small enterprise development, among others, leveraging on the economic strengths of the designated country. Oversee the development by Directorates of regional and country strategies that delineate specific objectives to be realized in the promotion of South Africa's high value-added exports, the promotion of investments towards South Africa as well as in advancing other key economic interests of South Africa. Have detailed economic knowledge of key regions that come under the scope of the work in particular, the Americas, Europe, the Middle East and Asia. Develop, communicate and implement relevant trade policies in line with Branch's global economic strategy. Customer and Stakeholder management: Ensure broad-based consultations at Chief Directorate, Branch, Departmental, intragovernmental levels where necessary. Establish and maintain close working relations with Internal and External Stakeholders. Consult Nedlac, BUSA, Export Councils, DTIC agencies in work areas wherein there may be shared interest and maintain good working relations. Prepare precise, accurate briefing documents for political principles (Minister, Parliament) as well as for business and labour interests as necessary. Strengthen bilateral trade relations in support of the trade and investment South Africa: Provide Strategic oversight on: Preparations to utilize Government-to-Government relations and cooperation agreements as mechanisms to advance mutually beneficial relations. Preparations to develop partnerships to promote South Africa's economic growth and development through effective planning and preparations of bilateral relations forums such as BNCs, JMCs and JBCs. Preparations for the negotiating and signing of bilateral economic cooperation agreements and MOUs with targeted countries. Ensure effective utilization of Bi-National Forums: Oversee the planning and preparations for establishment and participation in bi-national platforms in line with government priorities. Ensure that joint action plans with partner country are implemented. Develop progress reports on bilateral fora indicating status in the implementation of joint cooperative work with partner country and providing recommendations for new work areas to be taken up with the country in pursuance of South Africa's interest. Negotiations: Ensure negotiations are undertaken to strengthen overall bilateral relations. Develop memoranda to facilitate a Department or Ministerial decisions whether or not to enter into trade negotiations. Study non-tariff measures associated with the partner country to consider what potential

impact they may have on the market access negotiations. Prepare relevant documentation for Cabinet endorsement and Parliamentary ratification. Ensure opportunities arising from agreements are communicated to relevant constituencies. Chief Directorate Management: Oversee the effective and efficient operation of the Chief Directorate. Manage the budget of human Resources of the Chief Directorate. Facilitate and ensure the development of a conducive culture and working environment in the Chief Directorate. Contribute towards the effective strategic planning and management of the Branch. Align the Bilateral Trade Relations (Rest of World) work programme with other Chief Directorate's work programme. Monitor and evaluate implementation of the bilateral trade relations work programme. Provide regular reports and updates (oral and written) to the DDG on the work programme of the Chief Directorate.

ENQUIRIES

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

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Pretoria (Head Office): Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection unit.
- CLOSING DATE** : 15 August 2022
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POST

- POST 28/75** : **SENIOR INTERNAL AUDITOR REF NO: 150822/01**
Branch: CD: Internal Audit
SD: Performance Audit
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A National Diploma or Degree in Accounting / Auditing. A minimum of two (2) years' experience in compliance and performance audit. Knowledge and experience of performance audits. Knowledge and understanding on internal standards and procedures. Knowledge and understanding of King Code n corporate governance. Knowledge and Understanding of fraud and information technology audits. Knowledge and understanding of risk assessment and management. Knowledge of government financial systems GAAP, GRAP, SAP LOGIS and PERSAL. Understanding of government legislations, PFMA and Treasury Regulations. Problem solving and analysis. People and diversity

DUTIES

management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

: Performing the planning, execution and reporting phases of an audit in accordance with the Institute of Internal Auditors (IIA) standards. Communicate to stakeholders. Compile and submit weekly time sheets. Supervise Interns. Provide secretariat services during the audits.

ENQUIRIES

: Mr N Thopola Tel No: 012 336 6924

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Directions to candidates: Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za>, to report technical glitches or for assistance regarding the system and/or activation of your profile, send an email to: YolandaS@ecdhs.gov.za (NB: Do not send CV's to this email). The system is available 24/7 and closes at 23:59 pm on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday to Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to YolandaS@ecdhs.gov.za and not as specified above – your application will be regarded as lost and will not be considered. NB: The Department will also allow hand delivered/walk-ins/postage applications. Your applications must be addressed to -The Director: Human Resource Management, Eastern Cape Department of Human Settlements, Private Bag X13008, Cambridge, 5206 (for postage) and Steve Tshwete House, 31-33 Phillip Frame Road (in front of SARS) Waverly Park, Chiselhurst, East London (for hand delivery and courier). 15 August 2022
- CLOSING DATE** :
NOTE : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications received after closing date will not be considered.

MANAGEMENT ECHELON

- POST 28/76** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: DHS01/08/2022**
Purpose: To oversee departmental financial management services.
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14) all inclusive
: Head Office: East London
: National Senior Certificate, an undergraduate qualification (NQF level 7) in Finance/Auditing as recognised by SAQA with 5 years' experience at a senior managerial level as well as a post graduate qualification at NQF level 8 in

Finance or Auditing will be an added advantage. A certified chartered accountant (SA) qualification, active membership in professional bodies like SAICA, CFA, etc, coupled with extensive Public Sector Financial Management experience will be an added advantage. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Sound knowledge of the Public Finance Management Act (PFMA), applicable legislation and prescripts, government programmes, information management and policies and procedures. Excellent strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management competencies. Ability to work in a team and under pressure. Must possess a valid driver's licence.

DUTIES : Develop and execute financial and business support strategy, implement financial management plan of the department based on the mandate of the department and in line with the requirements of the Public Finance Management Act (PFMA). Exercise managerial oversight in the formulation and implementation of the department corporate financial governance programme. Provide leadership and sustainable operational management of the department finance function. Ensure that finance function performs effectively and optimally with regards to the department's requirements for stakeholder relations management. Ensure alignment of functions and business processes as well as acquisitions and utilisation of appropriate systems and solutions within business support functions. Contribute, as part of the executive management collective, to the accountability for performance of the department. Ensure that the department financial management programmes and models meet all statutory and relevant corporate governance conventions and standards. Implement budgetary controls and effective internal control systems in the accounting and reporting cycles. Implement supply chain and asset management systems. Skills And Competencies: Proven record of leadership and strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem-solving skills, advanced technological skills (expert/competent on the use of Microsoft Applications). A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. KANA: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/77 : **REGIONAL DIRECTOR: ALFRED NZO REGION REF NO: DHS02/08/2022**
Purpose: To manage, co-ordinate and facilitate district development housing programmes and stakeholders' engagement.

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), (all inclusive)
: Alfred Nzo Region
: National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Management/Bachelor of Administration/Social Sciences/Development Studies as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES : Determine the implementation of housing projects and quality assurance. Plan the operational implementation process. Develop and maintain a programme monitoring tool. Involve relevant stakeholders/other components in the

Department. Report on progress. Monitor housing programmes and administration. Monitor the implementation and administration of housing subsidy programmes. Monitor the implementation and administration of the human settlement development programme. Monitor the involvement of emerging contractor and other vulnerable groups. Monitor housing property. Monitor housing assets. Monitor the acquisition of land. Monitor the administration of the social/rental housing programmes. Monitor administrative support services. Facilitate the acquisition of land. Facilitate the administration of the social/rental housing programmes. Manage supply chain management provisions. Manage general administrative practices, e.g. staff management, records management etc. manage the allocated resources of the directorate. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all sub-ordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from managers. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance, and safekeeping of assets. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. KANA Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/78 : **DIRECTOR: LAND ACQUISITION AND TENURE SERVICES REF NO: DHS03/08/2022**
Purpose: To facilitate and co-ordinate land acquisition and tenure services.

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), (all inclusive)
: Head Office: East London
: National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Management/Bachelor of Administration/Social Sciences/LLB (Law)/Development Studies as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines.

DUTIES : Facilitate, co-ordinate release of national and provincial state land for housing development. Provide support to municipalities to acquire private and public land for housing development. Assess housing project applications to determine property ownership. Facilitate transfer of residential sites to subsidy beneficiaries. To promote upgrading of land tenure rights for housing development. Facilitate the devolution of properties to municipalities. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA), Housing Act, Government Immovable Assets Management Act (GIAMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

OTHER POSTS

POST 28/79 : **SYSTEMS MANAGER: APPLICATIONS SUPPORT AND SYSTEMS DEVELOPMENT REF NO: DHS04/08/2022**

Purpose: To provide applications and systems support and develop and enhance systems and software.

SALARY : R744 255 per annum (Level 11), (all inclusive)

CENTRE : Head Office: East London

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) as recognised by SAQA in Information Technology/Information Technology Management/Information Technology in software Development/Information Technology programming/information technology in Web Development or equivalent 3 years' working experience as an Assistant Director in the field. Sound knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.

DUTIES : Provide applications and systems support. Provide technical/functional application support for the various designated applications/systems used by the organisation. Understand designated applications/systems business functionality and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users. Develop and enhance systems and software. Manage systems development tool software licensing requirements are adhered to. Render business analysis and process re-engineering services in respect of information and communication systems and software. Consult on and conduct surveys of user requirements. Manage the user requirements are accounted for in systems and software. Arrange and manage outsourcing of needs and requirements. Regularly assess and evaluate systems and software performance and institute reviews and renewal. Manage departmental systems and software remains commensurate with best and latest practices in the industry. Ensure that departmental systems are developed to enable business intelligence for decision support and information and knowledge management (data warehousing and data mining). ICT Governance. Evaluate and provide advice on the use of ICT to support the organisation and monitoring this use to achieve. Create procedures and policies for using various designated departmental ICT applications/systems. Ensure that the designated departmental ICT applications/systems operate in-line with the departmental Corporate Governance of ICT Policy that implements the objectives, principles and practices of the Corporate Governance Framework. Risk management. Implement appropriate security controls for designated departmental systems/application development. Maintain software support processes. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates about all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation, working in a team.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/80 : **CONTROL WORKS INSPECTOR: PROJECT MANAGEMENT AND QUALITY ASSURANCE REF NO: DHS05/08/2022**

Purpose: To ensure that inspectorate services are provided.

SALARY : R477 090 per annum (Level 10)

CENTRE : Amathole Region

<u>REQUIREMENTS</u>	:	National Senior Certificate, Degree/National Diploma as recognised by SAQA in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) or equivalent. 3 years working experience in human settlements development. Human settlements experience will be an added advantage. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must possess a valid drivers' licence.
<u>DUTIES</u>	:	Facilitate, co-ordinate and control the implementation of new works, repair and rectification, through inter alia the following: allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current rectification and new works projects. Attend monthly project progress meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payments. Ensure effective contract administration through the solution of disputes. Promote and assist SMME's BBBEE and PPP's. Promote the initiatives of the Extended Public Works Programme (EPWP). Ensure that the relevant project documentation for new and existing structures is compiled, through inter alia the following: develop and interpret plans and sketches. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants through inter alia the following: provide advice and guidance to contractors and consultants in respect of compliance to legislations, regulations and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Verify invoices and certifies progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Supervise the performance and conduct of subordinates through inter alia the following: identify skills development needs and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance and development system. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.
<u>ENQUIRIES</u>	:	W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774 IT Support: Mr Y. Saul Tel No: 043 711 9810
<u>POST 28/81</u>	:	<u>ASSISTANT DIRECTOR: CAPACITY BUILDING AND MUNICIPAL SUPPORT REF NO: DHS06/08/2022</u> Purpose: To assist in the accreditation of municipalities.
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Head Office: East London
<u>REQUIRMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Social Science/Developmental Studies/Human Settlements degree/Public Management/Public Administration or equivalent. 3 years working experience at supervisory level. Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, presidency policies and procedures, information management and performance management. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Conduct capacity assessment of municipalities. Prioritise identified municipalities for assessment and facilitate the assessment process. Organise meetings with the identified municipalities in respect of the actual assessment. Assist in conducting walkthrough of the municipalities. Collate, collect data and eventually compile the assessment report. Facilitate feedback session for the assessed municipalities. Organise meetings with the assessed municipalities for feedback. Provide reports on the performance of accredited municipalities. Assist in monitoring the performance of the two accredited municipalities on their delegated areas of their responsibility. Establish communication lines and working relations with officials at the municipalities. Request reports from the

two accredited municipalities to assess their performance. Design and implement practical and acceptable monitoring instruments. Provide support towards accreditation of municipalities. Assist in assessing the current capacity of municipalities against the required capacity. Identify gaps and provide interventions to those gaps. Provide support with the development of the business plan. Work in collaboration with National for the final assessment done by an Independent Capacity Compliance Assessment Panel. Analyse and consolidate municipal capacity status information. Analyse assessment reports to establish the capacity of the municipalities. Consolidate municipal project information. Qualify problem areas and deficiencies. Skills And Competencies: Facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical, financial, project management, strategic planning and motivational skills.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/82 : **ASSISTANT DIRECTOR: RESEARCH REF NO: DHS07/08/2022**
Purpose: To administer housing research

SALARY : R477 090 per annum (Level 10)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Human Settlements/Social Science/Public Management/Public Administration/Development studies or equivalent with 3 years' working experience at supervisory level. Knowledge of research project planning and execution process with good understanding of applied research, research findings dissemination process, monitoring and evaluation, government policies and planning systems, government programme of action, public service framework, human settlements policies and regulations, information management and performance framework, settlements policies and regulations, information management and performance management. Must possess a valid drivers licence.

DUTIES : Conduct research into the housing and human settlement sector. Compile the business plan for the execution of research on identified areas of specific research projects in support of policy development and programme development. Liaise with research partners and stakeholders and maintain a database of relevant institutions. Gather relevant information sources and verify data contributions. Maintain proper mechanisms for data collection and storage. Analyse information, form conclusions and report on findings for consumption and utilization. Administer proper reporting process. Ensure timely and adequate dissemination of research findings. Maintain a database/repository of researched material in a consumable and user-friendly format. Report on a regular basis on researched products through established reporting lines and mechanisms for tracking research applications. Maintain mechanisms for controlling access to and classification of information. Monitor, evaluate and follow-up on research findings. Administer alignment of business and project plans with research findings and recommendations. Maintain mechanisms for monitoring of utilisation application of research findings and recommendations in practice. Ensure adequate co-ordination, interaction and feedback. Intervene timely and/or on an ad-hoc basis with follow-up research and recommendations for utilisation in practice. Institute follow-up procedures and reviews. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by the subordinates. Advising subordinates about all aspects of the work. Manage the performance and conduct of subordinates and research section. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish, implement and maintain efficient and effective communications arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Facilitation, report writing, presentation, research, computer literacy, negotiation, networking, analytical, financial, project management, strategic planning and motivational skills.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/83 : **ASSISTANT DIRECTOR: ADMIN SUPPORT SERVICES REF NO: DHS08/08/2022**
Purpose: To administer matters relating to housing development in particular providing housing administration support services.

SALARY CENTRE REQUIREMENTS : R382 254 per annum (Level 09)
: Amathole Region
: National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) as recognised by SAQA in Public Management/Public Administration/Human Settlements/Developmental studies or equivalent. 3 years' working experience at supervisory level. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Perform HSS functionalities within the region. Capture all submitted application forms HSS timeously. Verify submitted application forms. Ensure that approvals are done timeously. Assist with search overrides. Attend to beneficiary status queries. Perform beneficiary administration and social facilitation processes within the region. Ensure the establishment of project steering committees (PSC). Ensure that regular PSC meetings take place. Facilitate beneficiary education workshops. Facilitate the completion of subsidy application forms. Preparation of human settlements project funding applications. Attend meetings with communities and developers to familiarise them with housing policy requirements and procedures. Assist developers in compiling project descriptions and applications. Facilitate technical input on submitted applications. Present project applications at TEC and PACOM. Attend to housing administration matters/issues relating to planned and approved running projects. Attend to any administrative issue that will impact negatively on the execution of the project. Facilitate the funding requests for additional funds for blocked projects. Facilitate the funding requests for rectification projects. Facilitate the funding requests for variance allowances.
Skills And Competencies: Problem solving, research, report writing, negotiation, interpersonal relations, communication, facilitation, analysing, conflict management, presentation, working in a team and ability to work under pressure.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/84 : **ASSISTANT DIRECTOR: GENERAL PAYMENTS REF NO: DHS09/08/2022**
Purpose: Payment of suppliers for goods and services and sundry payments.

SALARY CENTRE REQUIREMENTS : R382 254 per annum (Level 09)
: Head Office: East London
: National Senior Certificate, National Diploma (NQF level 6)/Degree (NQF level 7 as recognised by SAQA in Finance/Financial Management/Auditing/Accounting/Cost and Management Accounting or equivalent. 3 years' working experience at supervisory level. Good knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, policies and procedures, information management and performance management. Must possess a valid driver's licence.

DUTIES : Facilitate service provider payment and ensure that the correct invoice amount is paid to appropriate banking details within 30 days from the date of receipt of an invoice, and report issues of non-compliance. Monitor creditors' reconciliation to ensure that all departmental contractual obligations are paid on time and report to the relevant authority. Report identified issues of irregular, unauthorised, fruitless and wasteful expenditure. Monitoring clearing of equitable share commitments and monthly reporting of commitments. Ensure filling and safekeeping of payment vouchers in the strongroom by implementing access control measures. Manage performance and conduct of subordinates.
Skills And Competencies: Facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, conflict management and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/85 : **SENIOR ADMINISTRATIVE OFFICER: SALES, TRANSFERS AND ASSETS**
REF NO: DHS10/08/2022
Purpose: To co-ordinate and facilitate the implementation of Enhanced Extended Discount Benefit Scheme.

SALARY : R321 543 per annum (Level 08)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) as recognised by SAQA in Public Administration/Public Management/Human Settlements and Management or equivalent with 2 years' working experience. Knowledge of Human Settlements policies and procedures, EEBS Policies, Deeds Registry Act, Housing Act and GIAMA. Ability to work in a team.

DUTIES : To co-ordinate and facilitate the implementation of EEDBS. Collect EEDBS statistics data from the municipalities. Create and update a database for all district municipalities. Identify how many houses are due for transfers to qualify for EEDBS. Visit municipalities to assist in processes to fast-track the EEDBS transfers. Collect data on challenges encountered from the appointed service providers. Ensure availability of funds and process claims for payment of service providers. Keep records of register for payments. Liaise and provide support to municipalities on Beneficiary Administration. Check and verify beneficiaries on HSS. Receive and attend to multiple housing property queries. Request and compile reports from both the municipalities and service providers. Perform any other function that will be assigned by the programme. Provision of support to municipalities on Pre-1994 Beneficiary Administration to various municipalities. Skills and Competencies: Computer literacy, communication skills, team work, personal effectiveness, minutes taking skills and customer orientated.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/86 : **SENIOR ADMINISTRATIVE OFFICER: HOUSING PROGRAMMES**
FACILITATION AND ADMINISTRATION REF NO: DHS11/08/2022
Purpose: To provide admin support to Beneficiary Administration

SALARY : R321 543 per annum (Level 08)
CENTRE : OR Tambo Region
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) as recognised as SAQA in Public Administration/Office Management/Public Management/Social Science/Human Settlements or equivalent with 2 years' working experience. Knowledge of Housing Subsidy System policies and procedures, government policies and planning systems, public service regularity framework, performance management. Be able to handle confidential matters and the ability to work under pressure. Must possess a valid driver's licence.

DUTIES : Facilitate and co-ordinate the registration of beneficiary application forms on housing subsidy systems. Liaise with all the relevant stakeholders involved in the housing development. Registration of all subsidy forms according to master list endorsed by municipality. Give feedback to the beneficiaries. Submit subsidy approvals to Head Office for upload electronic filling. Capture and verify beneficiary application forms on HSS. Capture and verify forms on HSS. Investigate and redress failed searches. Give feedback to beneficiaries. Plan and conduct workshop on housing policy regulations and social facilitation. Liaise with all relevant stakeholders involved in housing project. Conduct home-ownership workshop. Facilitate beneficiary profile for ceremonial handing over. Establish project steering committee on approved beneficiaries and train them. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Establish, train project steering committee and CLO. Audit project steering committee. Facilitate and co-ordinate verification of destitute beneficiaries for housing programmes. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Door to door

- verification. Provide admin support in the district office. Compile formatted reports and assist with office administration. HSS related issues and enquiries. Administer fleet management services. Skills And Competencies: Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness.
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/87** : **SENIOR ADMINISTRATIVE OFFICER: INTERNAL AUDIT REF NO: DHS12/08/2022**
Purpose: To provide internal audit services to the department.
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Head Office: East London
: National Senior Certificate, National Diploma (NQF Level 6/B. Degree (NQF Level 7) as recognised by SAQA in Management/Finance/Administration/Auditing/Business Management/Public Administration/Public Management or equivalent with 2 years' working experience. Knowledge of PFMA and accompanying treasury regulations, PSRF public service regulatory framework and knowledge of service delivery (Batho Pele). Experience in an internal audit environment will be an added advantage.
- DUTIES** : Perform secretariat duties for the audit committee. Record minutes for the audit committee and staff meetings. Preparation of audit committee packs by collecting all the relevant information and circulation to the audit committee and top management. Write report on behalf of the audit committee and head of internal audit unit. Compiling of quarterly audit committee reports for audit committee meetings. Provide assistance of the compilation of operational budget for the unit including its management. Compilation of cash flows for the unit at the beginning of the financial year are completed and submitted to the relevant unit. Assist in preparing reports for the In-Year Monitoring. Provide assistance during audit assignments. Overall administration of internal audit. Assisting in the capturing of findings register. Creation and maintenance of permanent files. Consolidating of all quarterly reports for the quarterly audit committee. Provide assistance to the audit team and audit committee in making travel arrangements. Liaise with relevant travel agencies to make travel arrangements. Identify venues, organise refreshments for the audit committee members. Processes the travel and subsistence claims for the audit team and audit committee members. Processes all invoices that emanates from the activities of the work of the component. Skills And Competencies: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation and working in a team.
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/88** : **SENIOR ADMINISTRATIVE OFFICER: HOUSING PROGRAMMES FACILITATION AND ADMINISTRATION REF NO: DHS13/08/2022 (X2 POSTS)**
Purpose: To facilitate and co-ordination and provision of administrative support of housing projects.
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Chris Hani Region
: National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Public Administration/Public Management/Social Sciences as recognised by SAQA or equivalent with 2 years' working experience. Knowledge of government policies and planning systems, public service regularity framework, performance management and housing subsidy systems policies and procedures. Must possess a valid driver's licence.
- DUTIES** : Work with housing subsidy programmes within various municipalities in the region. Advise municipalities and stakeholders on various subsidy options for before submission of project application process to department and project approval. Advise municipalities on housing act and housing code related matters. Visit sites for confirmation of need with municipality officials. Attend to

various meetings at municipality for progress related matters. Advise municipalities and stakeholders on destitute and other vulnerable groups special cases, military veterans for approval process. Provide management with monthly and quarterly reports. HSS Report. HSS expenditure report, HSS financial report, HSS site by site report to project management team. Beneficiary application status reports on HSS to project management team and municipalities. Capture and verify subsidy application forms on housing subsidy systems. Check all individual application forms for corrections and capture of beneficiary forms on HSS. Record all application forms and send completed approved forms to relevant programme. Verification of beneficiary forms for approval on HSS. Write formal rejection letters to municipality and communicate to affected beneficiaries whether approved or rejected for subsidy on HSS. Meet with municipal officials to attend matters related to rejected and failed applications. Attend to all subsidy administration matters. Attend to all beneficiary administration related matters. Physical verification of submitted beneficiary list by municipalities and stakeholders for qualification and needs analysis. Social facilitation and beneficiary administration to various human settlements projects, stakeholders with Chris Hani Region. Co-ordinate establishment of project steering committee (PSC) and training. Correct and edit information on HSS. Advise municipality on community liaison officer about procedures and process to be followed for appointment. Facilitate in the construction of permanent construction of integrated sustainable human settlements. Send approved beneficiaries status report as per approval on HSS to Project Managers, relevant stakeholders and municipality. Maintain communication with project management and quality assurance regional team. Perform all consumer education activities from pre-construction, construction and post construction stages and ensure that title deeds are issued to rightful beneficiaries. Verify and capture all project claims for payment of service providers on HSS. Advice, guide various stakeholders in respect of the relevant legislations and regulations and conduct housing trainings within the municipalities. Skills And Competencies: Research, report writing, interpersonal relations, communication, computer literacy, analysing, presentation and working in a team.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/89 : **SENIOR ADMINISTRATIVE OFFICER: HOUSING PROPERTY MANAGEMENT REF NO: DHS14/08/2022**
Purpose: To provide land acquisition and facilitation administration support services.

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: OR Tambo Region
: National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Public Administration/Public Management/Human Settlements as recognised by SAQA or equivalent with 2 years' working experience. Knowledge of Public Finance Management Act (PFMA), applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES : Facilitate the transfer of land ownership. Assist in the process of establishing and determining property ownership. Identify bottlenecks of land transfer. Arrange meetings with relevant stakeholders for the process of transfer. Take notes in meetings. Assist in report writing of the resolution from meeting. Assist in the housing project application to determine ownership. Identify causes for unproved application. Compile a report on the causes and challenges. Facilitate deeds of sales. Identify causes for unapproved application. Compile a report on the causes and challenges. Facilitate deeds of sales. Assist municipalities in the duplication of deeds of sales. Facilitate the submission of deeds of sales to municipalities and conveyancers. Perform general administration function. Keep record of all transfer files. Check document for correctness and completeness. Provide administrative advice to the office. Perform other related duties as required. Skills and Competencies: Report writing, computer literacy and communication skills.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/90 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: BID ADMINISTRATION REF NO: DHS15/08/2022**

Purpose: To provide bid administrative and secretarial services

SALARY : R321 543 per annum (Level 08)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Supply Chain Management/Purchasing Management/Management/Public Management as recognised by SAQA or equivalent with 2 years' working experience. Knowledge of procurement procedures and bid administration.

DUTIES : Provide secretariat support duties to technical bid administration committees. Facilitate sittings of committee meetings. Distribute agenda and minutes to members. Ensure adjudication packs are submitted on time to members. Advise members on SCM prescripts and legislation. Review compliance documents from the prospective bidders. Requests returnable documents written on the appointment letter from the service providers. Compile compliance report. Draft score sheets for evaluation purposes. Compile submission to contract management. Make copies of the awarded bidder document and submit them to contract management for the preparation of contract. Provide general administrative duties. Receive variation order submissions from the regions. Record them on incoming book. Advertise results of bid award on the departmental website. Safekeeping of bid files for record purposes. Safeguard the bid file. Receive requests for information from AG/Internal Audit. Pull out bid files from the strong room (storeroom). Submit information to internal and external stakeholders. Skills and Competencies: Good communication skills, supervisory skills, personal effectiveness, computer literacy, working in a team, pay attention to details and ability to meet deadlines.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/91 : **SENIOR ADMINISTRATIVE OFFICER: CONTRACTS MANAGEMENT REF NO: DHS16/08/2022**

Purpose: To provide administrative support services in the departmental contract management

SALARY : R321 543 per annum (Level 08)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Office Management and Technology/Public Management as recognised by SAQA or equivalent with 2 years' working experience. Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures.

DUTIES : Administer all the departmental contracts. Receive and capture the contracts received in a file. Administer the movement of each contract file. Categories files accordingly. Update and maintain accurate contract register. Update the contract database. Receive and update any variation or extension for contracts. Follow up on the pending contracts. Visit districts for documentation and signatures from municipalities, service providers and other stakeholders. Perform general administrative functions. Keep a well organised admin system. Provide admin advice to the office. Ensure contracts are properly filed accordingly. Ensure contracts are scanned and copies are made for relevant personnel. Maintain the safety and security of the storage area. Skills And Competencies: Facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical, financial, project management, strategic planning and motivational skills.

ENQUIRIES : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/92 : **ADMINISTRATIVE OFFICER: HOUSING SUBSIDY SYSTEMS REF NO: DHS17/08/2022**

Purpose: To administer all housing subsidies and conditional grant in accordance with human settlements policy through the housing subsidy system (HSS)

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office: East London
REQUIREMENTS :

National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Public Administration/Public Management/Human Settlements as recognised by SAQA or equivalent with 1 to 2 years' working experience. Knowledge of housing subsidy system policies and procedures, public service regularity framework and performance management.

DUTIES

Conduct procedural checking of project claims submitted. Verify certified claims from project management section. Verify availability of supporting documents on claims received. Monitor the availability of project budget and duration of contract on HSS. Inform project administrators reasons on rejected claims. Administer the processing of claims on housing subsidy system. Draw status report on HSS to verify data quality on sites claimed. Verify and authorise claims on housing subsidy system. Attend system exceptions on claims captured on HSS. Monitor the processing of claims given to subordinates. Address developer queries in respect of claims. Administer the processing of non-financial data on HSS. Supervise the receiving of project implementation plan spreadsheet from project management. Verify captured non-financial data on HSS. Records management of project files. Verify fully signed contracts from contract management. Supervise and updating of index page on project file. Supervise the filling of all contracts received on project file. Monitor the retrieval of project files required for audit purposes. People management. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advise subordinates with regard to all aspect of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed. Establish, implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills and Competencies: Computer literacy, interpersonal relations skills, communication skills, ability to work in a tea, personal effectiveness, financial management, project management.

ENQUIRIES

: W. Hartszenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

POST 28/93 : **ADMINISTRATIVE OFFICER: CORPORATE SERVICES REF NO: DHS18/08/2022**

Purpose: To provide administrative support services

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office: East London
EQUIREMENTS :

National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Office Management and Technology/Management Assistant/Administrative Management and Public Management as recognised by SAQA or equivalent with 1 to 2 years' working experience. Knowledge of government policies and planning systems, public service regularity framework, presidency policies and procedures, performance management. Able to work in a team.

DUTIES

: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Provide supply chain clerical

- support services within the directorate. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Liaise with internal and external stakeholders in relation to procurement. Skills And Competencies: Research, report writing, interpersonal relations, communication, computer literacy, analysing, presentation, working in a team
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/94** : **ADMIN CLERK: CORPORATE SECRETARIAT REF NO: DHS19/08/2022**
Purpose: To provide administrative support services
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience.
DUTIES : Provide general administration and logistical support. Co-ordinate PACOM processes prior to the meetings. Update and maintain the database for all project approvals. Co-ordinate post PACOM processes. Provide sound records management. Knowledge of Human Settlements environment and housing code will be an added advantage. Skills And Competencies: Good interpersonal relations, effective communication skills, good writing skills, ability to work in a team and take initiative, ability to work under pressure, computer literate.
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/95** : **ADMIN CLERK: EMERGENCY HOUSING REF NO: DHS20/08/2022**
Purpose: To facilitate emergency housing and EPHP
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Head Office: East London
REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience.
DUTIES : Process applications for emergency housing cases. Receive the emergency housing requests from Municipalities and office of the HOD/MEC. Capture name, surname, number of beneficiaries, nature of disaster, requests received date, responsible person from Local Municipalities, area/village verification and monthly spreadsheet. Capture application onto emergency housing system. Compile project files. Update spreadsheet. Ensure that applications, verification reports and commissioning letters are kept on the project file. Ensure project commissioning. Receive invoices from contractors and facilitate processing of claims and payments. Capture claims onto the spreadsheet. Process claims for payments. Load invoices on EHS. Provide general admin. Maintain filing system (files claims, beneficiary list, spreadsheet, correspondence). Collection and distribution of correspondence within the Emergency Housing Unit. Interact with relevant stakeholders, pertaining to all matters related to Emergency Housing Unit. Skills And Competencies: Good interpersonal relations, communication, computer literacy, personal effectiveness and ability to work in a team.
- ENQUIRIES** : W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810
- POST 28/96** : **DRIVERS/MESSENGERS: ADMIN SUPPORT SERVICES (X2 POSTS)**
Purpose: To render messenger/driving services
- SALARY** : R147 459 per annum (Level 04)
CENTRE : (Amathole Region) Ref No: DHS21/08/2022
(Head Office) Ref No: DHS22/08/2022
REQUIREMENTS : Standard eight (8) with a valid driver's licence with a PDP. Work under pressure and difficult deadlines. Assertiveness and confidence.
DUTIES : Drive light and medium motor vehicles to transport passengers and delivery other items (mail and documents). Collect and delivery documentation and related items in the department. Record all mails and documents on register. Transport departmental personnel to various destination e.g, workshops, sports activities, courses etc. Do routine checks or inspection on allocated

vehicle before and after trip and report defects timely. Take in and collect vehicles at merchants for maintenance and repairs. Ensure that state vehicles are always clean. Complete all the required and prescribed records and logbooks with regards to the vehicles and the goods handled. Complete trip sheets and logbooks before and after each trip. Ensure that vehicle accessories are always in the vehicle. Render a clerical support/messenger service in the relevant office. This would inter-alia the following: Copy and deliver documentation and related items in the department. Skills and Competencies: Report writing, computer literacy, communication skills, interpersonal relations, loyalty, fairness, integrity, responsive and courteous. W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

ENQUIRIES

:

POST 28/97

:

CLEANER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS23/06/2022
Purpose: To render cleaning services in and out of the offices.

SALARY CENTRE REQUIREMENTS DUTIES

:
:
:

R104 073 per annum
OR Tambo Region
Grade 7 with no experience. Good communication skills and working in a team. Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins. Skills And Competencies: Interpersonal relations, Communication, Working in a team

ENQUIRIES

:

W. Hartzenberg Tel No: 043 711 9685/ M. Kana Tel No: 043 711 9743/M. Cimela Tel No: 043 711 9774
IT Support: Mr Y. Saul Tel No: 043 711 9810

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

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

APPLICATIONS

:

Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed due to COVID 19. Applicants must apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>, www.ecprov.gov.za or <https://ecprov.gov.za/>. To report technical glitches and/or for assistance regarding the system, send an email to: Sibusiso.Nonkqoza@ectransport.gov.za (NB: For Technical Glitches Only). Important to note: The system is available 24/7 and closes at 23:59 on the closing date. However, the technical support is given within working hours and weekdays only i.e. between 08:00-16:30 from Monday-Thursday and between 08:00-16:00 on Fridays. Should you submit your applications to: Sibusiso.Nonkqoza@ectransport.gov.za and not as specified above– your application will be regarded as lost and will not be considered.

CLOSING DATE NOTE

:
:

15 August 2022
Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or go to www.dpsa.gov.za or <http://www.ecprov.gov.za> which usually must be signed as an unsigned Z83 form disqualifies an application, BUT, currently on the e-recruitment system, the Z83 is not downloadable and is unusable, therefore, applicants applied via the system will not be disqualified (until further notice). Z83 form should be accompanied by a recently updated comprehensive CV only with at least two (2) contactable referees. Communication from the HR of the department regarding the requirements for certified documents and other supporting documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before

the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Any Relocation costs, accommodation and travelling to attend interviews costs will be at the expense of the candidate as the department is currently not in a position to finance such costs. Preference will be given to local (Eastern Cape Province) candidates.

OTHER POST

- POST 28/98** : **AUDIT COMMITTEE MEMBER (AC) (X1 POST)**
 Three Year Contract
 The Eastern Cape Department of Transport- Government Fleet Management Services Trading Entity calls on all independent, suitably qualified and interested persons to serve as a member of its Audit Committee for a period of three (3) years with effect from 01 September 2022.
- SALARY** : The remuneration of the members of the audit committee members is determined at an actual hourly rate in terms of the Eastern Cape Provincial Treasury Instruction Note 6 of 2014/15 and will be limited to a maximum of 10 hours per meeting (including preparation and actual meeting attendance); and Employees of National, Provincial, and Local government departments, or agencies and entities of government, serving as AC members will not be entitled to additional remuneration and will only be reimbursed for travelling and subsistence costs.
- CENTRE REQUIREMENTS** : East London
 : A relevant degree and postgraduate qualification in Accounting/Auditing/IT / Legal (Strong expertise in corporate governance, accounting/financial management, risk and compliance management, Auditing, Performance Management and ICT. Exposure of 5 years serving as an Audit Committee Member in either the private and public sector environment. Knowledge and understanding of internal controls, major accounting and public sector reporting processes. Knowledge of public sector legislation and policies (PFMA, Treasury Regulations and National Treasury practice notes). Knowledge and understanding of the roles of the internal and external audit, performance planning and management including Human Resource Management. Knowledge and experience in IT Governance. Competences: Be independent and knowledgeable with experience in participating in governance structures. Be able to dedicate time to the activities of the Audit Committee. Have strong analytical abilities, and good communication skills.
- DUTIES** : Review effectiveness of Internal Controls, Risk Management and Governance. Must help strengthen objectivity and credibility of financial and non-financial reporting. Monitor the performance of the Internal Audit Unit. Review compliance with legal and regulatory provisions. The oversight statutory role of the audit committee is in terms of the PFMA, Treasury Regulations, etc. The Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Transport.
- ENQUIRIES** : Mr U Klaas Uriel.Klaas@ectransport.gov.za/ 060 989 4592
 For e-Recruitment Technical Support eMail:
 Sibusiso.Nonkqoza@ectransport.gov.za

PROVINCIAL TREASURY

- APPLICATIONS** : Be forwarded to: Additional Note: Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: theliswa.nkonyile@ectreasury.gov.za (NB: For Technical Glitches Only – NO Cvs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on fri).should you submit your applications/cvs to: theliswa.nkonyile@ectreasury.gov.za and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person. Enquiries: Theliswa Nkonyile Tel No: 083 8755 707
- CLOSING DATE** : 15 August 2022
- NOTE** : Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications received after closing date will not be considered. Please Note: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. FOR SMS (SENIOR MANAGEMENT SERVICE) POSTS: Females will be given preference. In terms of DPSA Directive on compulsory capacity development, mandatory training and minimum entry requirements for members of the Senior Management Level for SMS appointments. It is a requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applicants are advised that from 01 January 2021, a new application for employment (Z83) will be effective. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment which can be downloaded at www.dpsa.gov.za-vacancies. Should an application be received using the incorrect application for employment (Z83), it will not be considered. Applications received after closing date will not be considered.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 03 June 2022; Executive Support to DDG: Provincial SCM Movable & Immovable Asset Management (1 year Contract) the department is withdrawing this position.

MANAGEMENT ECHELON

<u>POST 28/99</u>	:	<u>DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE: ALFRED NZO REF NO: PT.01 /07/2022</u> Purpose: To monitor the implementation of the budgeting frameworks, compliance with financial assets and liabilities management, and coordinate and report on MFMA implementation.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 073 187 per annum (Level 13), (all-inclusive) Mount Ayliff Three year Degree (NQF level 7as recognised by SAQA) in Financial Management/ Local Government Finance with Accounting as a major, coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). Previous experience in monitoring or working in municipal environment is essential.
<u>DUTIES</u>	:	Provide Guidance on Budget Planning, Monitor, Evaluate and Report on Budget Implementation; Train municipal staff on the implementation of the Municipal Budget and Reporting Regulations. Review assessments of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Compile a district consolidated tabled budget assessment report. Facilitate the incorporation of recommendations on assessed tabled budgets into the budgets prior to adoption. Act on findings of non-compliance by municipalities in terms of the tabled and adopted budgets. Undertake all required PT reporting to NT on tabled and adopted budgets by municipalities. Undertake municipal benchmarking exercise on all tabled and adopted budgets. Review the completeness and accuracy of financial information provided in section 71 reports and provide feedback to municipalities. Compile monthly and quarterly consolidated district reports on section 71 of MFMA (In-Year Monitoring), provide feedback to municipalities, and address corrective measures. Each quarter develop consolidated action plan on municipal financial problems requiring attention & support municipalities to resolve issues. Compile analysis reports on mid-year budget and performance assessment (section 72) for each municipality, conduct mid-term engagements and address corrective measures. Co-ordinate the assessments and reporting on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Coordinate district inputs on proposed and existing circulars, regulations and legislation on budgeting and fiscal management and give feedback to the Provincial Treasury. Monitor MFMA Governance and Compliance to Improve Municipal Financial Management Systems and Processes; Coordinate the compilation of MFMA implementation reports and submit to the Provincial Treasury. Monitor, evaluate and report on Risk Management and Internal Audit compliance and corrective measures provided on a quarterly basis. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Consolidate assessment reports on governance and compliance structures to facilitate the implementation of recommendations. Co-ordinate regular reviews of Municipal Budget and Treasury Office Structures, monitor and report on vacancies in financial management activities. Coordinate institutional development and capacity building programs in municipalities in conjunction with COGTA EC based on identified gaps in financial management performance. Provide guidance to municipalities on designing and drafting of financial policies. Provide guidance on the monitoring of the implementation of approved financial recovery plans for municipalities where necessary. Monitor and provide guidance to municipalities on system of delegations as it relates to the MFMA. Monitor Compliance with Financial Assets and Liabilities and Revenue Management; Monitor, evaluate and report on financial asset management. Monitor, evaluate and report on liability management. Monitor, evaluate and report on revenue management. Coordinate implementation of recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area of Responsibility; Supervise and co-ordinate the effective and

efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Participate in IGR Fora (e.g. CFO Forum, Dimafo. Ensure The Implementation And Management Of Risk, Finance And Supply-Chain Management Protocols And Prescripts In Area Of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Skills and Competencies: Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Computer skills

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

POST 28/100 : **DIRECTORS: PROJECT MANAGEMENT IN THE TECHNICAL SUPPORT UNIT FOR THE MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER SUPPORT INTERVENTIONS REF. PT.02 /07/2022 (X2 POSTS)**

(Fixed Term 12 Months Contracts.)

Purpose: To oversee, manage and coordinate the Medico Legal Claims Project and other interventions as part of implementing S18 of the PFMA

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), (all-inclusive)
: Head Office Bhishe
: A Three-year Degree (NQF level 7) in Commerce / Financial Management / Finance Accounting / Public Finance and/ or related qualification coupled with Minimum 5 years' work experience at Middle Management level (Deputy Director Level) in financial management and with at least 2 years' experience as a project manager of a large scale project. NQF Level 8 in Public Administration, certification in Project Management and high end ICT Skills will be and added advantage.

DUTIES : To Oversee, Support and Manage the Projects as Determined From Time To Time: To provide strategic and project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Develop the concept and approach for monitoring the progress and successful completion of the project deliverables. Ensure that project status, issues and successes are communicated to project team, stakeholders, and all levels of management and documented appropriately. Manage development and execution of communication plan to ensure effective and timely communication between the various stakeholders. Coordinate meetings with DOH, OTP and PT Task Team members. Ensure monthly and quarterly progress reports are made to all relevant stakeholders, including EXCO. Provide recommendations and advice on project milestones to be implemented by DOH, OTP and PT as part of the deliverables of the project. Serve as a central point of contact between the PT and the various internal and external stakeholders of the project. Oversee And Manage The Resources To Be Deployed In Implementing S18: Manage the human resources that have been deployed in the Management of Medico Legal Claims Project. Ensure that the deployed human resources are aware of their roles and responsibilities within the project, the milestones, expected deliverables and timeframes. Manage the performance of the deployed human resources. Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development

opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets. Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi 060 543 5574

ENQUIRIES

POST 28/101

**DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT):
MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER
INTERVENTIONS. REF NO: PT.03 /07/2022 (X1 POST)**
(Fixed Term of 12 Months Contract)

Purpose: To manage and facilitate the provision of ICT Management services for the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.

**SALARY
CENTRE
REQUIREMENTS**

R1 073 187 per annum (Level 13), (all-inclusive)

Head Office Bhisho

A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 5 years' work experience at middle management level (Deputy Director Level) in IT and with at least 2 years' experience with ICT Systems/ Network Management/ Web design / Programming.

DUTIES

Render Advisory Services on Project ICT Needs and Requirements: To provide ICT project management support for the effective and efficient management of assigned duties stemming from the PFMA Section 18 intervention in the DOH. Manage and review existing user support technology options which exist in the Case Management IT system currently utilised by DOH to capture all medico-legal claims or events. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment for the Project. Perform data cleansing of the existing data within the Case Management IT system to eliminate duplicates and identify the missing information within each case or event. Ensure data integrity of the cases or events that have been captured onto the Case Management IT system. Manage the development, review and implementation of ICT Policies and processes where necessary. Support the project stakeholders' communication and information sharing through the use of ICT. Participate in meetings with DOH, OTP and PT Task Team members. Ensure ICT input into monthly and quarterly progress reports made to all relevant stakeholders, including EXCO. Manage Area of Responsibility: Manage the performance of the deployed human resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

POST 28/102

**CHANGE MANAGEMENT SPECIALIST: DIRECTOR LEVEL REF NO: PT.04
/07/2022**

(12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

R1 073 187 per annum (Level 13), (all-inclusive)

Head Office Bhisho

National Senior Certificate and a Bachelor's Degree (NQF level 7 as recognised BY SAQA) in Human Resource Management (NQF 7) coupled with minimum of 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment.

DUTIES

Facilitate Changes in Technology, Human Behaviour and processes with minimal cost and disruption to the department, in a manner that enhances and

ensures achievement and delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Training specifically on PROSCI change methodology to be facilitated. Systematically Analyse Departmental Activities or Processes With A View To Improving the Department's Alignment with the Strategic Goals And Or Its Effectiveness and Efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

OTHER POSTS

POST 28/103 : **DEPUTY DIRECTOR: ICT BUSINESS ANALYST: FIXED TERM OF: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 05/07/2022**

(12 Months Contract)

Purpose: To assist in the management and facilitation on the provisioning of ICT Management services for the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA.

SALARY : R744 255 per annum (Level 11)

CENTRE : Head Office Bhisho

REQUIREMENTS : A Three-year Degree (NQF level 7) in Computer Science / Information Technology or any related field, coupled with Minimum 5 years' work experience in IT and with at least 3 years working in ICT systems/ Network Management/Web design/ Programming. Extensive public sector financial management experience will be an added advantage.

DUTIES : Implementation of IT and related functions of Medico legal including overseeing personnel responsible for data collection and capturing (setting up data management capacity). Data integrity and completeness, validity and accuracy of the E- Liability register and register of cases paid to date. Accurate information for case management and contract management of the private practitioners. Accurate information to prepare the SCOPA report. Accurate information to support the audit outcomes (disclosure of contingent liabilities) Better opportunities in presenting evidence in court (pilot on patient records).

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

POST 28/104 : **DEPUTY DIRECTOR: DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT 06/07/2022**

(1 Year Contract)

(Re- Advertisement)

SALARY : R744 255 per annum (Level 11)

CENTRE : Head Office Bhisho

REQUIREMENTS : A three-year Degree (NQF level 7) in Financial Management/Financial Accounting/Local Government Finance or Internal Auditing coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level in a Local Government environment. Previous experience in monitoring or working in municipal environment is essential.

DUTIES : Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Develop

sustainable revenue enhancement strategies and turnaround plans for municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, both internal and external audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Provision of technical support and guidance in the functioning of Internal Audit, Audit Committee and Risk Management. Report on local government performance to inform on decision making by all relevant stakeholders. Skills and Competencies: Extensive knowledge of local government prescripts in the areas of budget preparation & implementation; financial management & reporting, optimal revenue & debt management, efficient expenditure management, internal audit, audit committee, risk management, cost effective procurement systems, effective asset & liability management and promotion of transparency through the publication of local government revenue and expenditure. The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP Standards and mSCOA.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574
NOTE : NB: The officials will be deployed to any Municipalities for intervention when need arise

POST 28/105 : **ASSISTANT DIRECTOR: DISPOSAL & ASSET MANAGEMENT REF NO: PT 07/07/2022**
 Purpose: Tender disposal and asset management services in the department

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office Bhishe
REQUIREMENTS : Degree (NQF Level 7 as recognised by SAQA) in Logistics Management / B.Com in Accounting / Cost Management in Accounting/ Financial Management coupled with a Minimum 3 years in Supply Chain Management / Procurement / Logistics at an officer. Knowledge of BAS and LOGIS systems. Valid driver's licence. Ability to work under pressure.

DUTIES : Render Support in the Development and Implementation of Asset Management Policies, Procedures & Strategy; Review Asset and Fleet Management Policies. Conduct research on best practice with regard to Asset and Fleet Management Policies. Draft recommendations of improvements and submit for approval. Consult reviews policy to stakeholders. Facilitate workshop on approved policies. Serve as a secretariat to the asset disposal committee and fleet management committee. Maintain Asset Register, Including; Acquisitions, Maintenance Management, Transfers and Valuations; Complete Asset, Finance Lease Registers are effectively maintained in compliance with legislative requirements and accounting standards. Conduct Asset verification. Investigate and report on variances, make necessary recommendations to resolve discrepancies. Conduct monthly reconciliation with supporting schedules of the assets register to the relevant accounting records is prepared and resolve uncleared items. Monitor the implementation of the asset acquisition, maintenance and disposal plans. Conduct Asset Needs Assessment, Acquisition Management, Operational and Disposal Plans; Facilitate the success of asset needs assessment, acquisition management, operational and disposal plans are developed in alignment with the budget and in compliance with departmental policies and procedures. Implement asset annual acquisition, operation and maintenance plan in line with the approved budget. Render support in the development of Disposal Policy and Strategy: Review disposal policies, strategy and procedure for the department. Research best practice with regard to disposal policies. Draft recommendations of improvements. Circulate disposal strategy to internal stakeholders for input. Facilitate implementation of disposal policy. Develop And Maintain Accurate Redundant Material Database. Collate and verify list of redundant material to ensure accuracy. Monitor and update the database on a monthly basis. Report on redundant material and the value of the redundant material. Facilitate Execution Of The Disposal Process: Identify assets that are due for disposal / donation. Request approval for the disposal / donation of assets. Facilitate implementation of disposal process / donate assets.

ENQUIRIES : Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574

<u>POST 28/106</u>	:	<u>SENIOR STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: PT 08/07/2022</u>
		Purpose: To render sound and effective salary administration and payroll management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08)
	:	Head Office Bhisho
	:	National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Financial Accounting / Financial Management/ Public Finance coupled with Minimum of 2 years' experience in Salary Administration environment at the minimum of salary level 5 or higher. Extensive understanding with Certificates of BAS and PERSAL systems. (Certificates must be attached).
<u>DUTIES</u>	:	Facilitate Payment of Salaries and Deductions of Payments to Third Parties: Recall salaries to avoid salary overpayment and to avoid unnecessary debt. Ensure that bond instalments are paid over to the staff when returned by the bank due to closed accounts. Ensure that salaries are paid over to staff when returned by the bank due to closed bank accounts or incorrect banking details. Distribute payrolls to pay point managers. Attend to queries or complaints and ensure queries are rectified within the next open month. Investigate unidentified debt deductions. Facilitate Clearance And Reconciliation Of Suspense Accounts: Facilitate clearance of all salary related suspense accounts and ensure that all suspense accounts are reduced at month end and year end. Ensure that all suspense accounts are cleared and reconciled and the balances are monitored to ensure that they become zero at month end and year-end. File records of signed suspense accounts. Perform tax reconciliation returns. Facilitate Compilation of Journals, Preparing Bas Payment Advice Journals and Payment of Travel allowance: Check documents before payments. Ensure that form is compiled for payment and journal in accordance to departmental standards / legislative requirements. Calculate and ensure that all leave discounting, leave gratuity and S&T allowances are paid in accordance to the legislative requirements or departmental standards. Capture all salary inputs e.g. advances, S&T and all allowances within the open month. Implement salary deductions. Capture officials banking details. Skills and Competencies: Knowledge of government prescripts and financial administration process. Knowledge and understanding legislative framework eg DORA, PFMA. Project Management, Interpersonal Relations, Planning and Execution, Decision Making, Analytical Thinking, People Management, Communication (verbal & written).
<u>ENQUIRIES NOTE</u>	:	Ms T. Nkonyile Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574
	:	This post is earmarked for a person with disability

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

CLOSING DATE : 15 august 2022
NOTE : Applications must be submitted on new Z83 form. “Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for a post on or after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan

MANAGEMENT ECHELON

POST 28/107 : **CHIEF FINANCIAL OFFICER REF NO: H/C/27**
 Re-Advertisement those who previously applied are encourage to apply)

SALARY : R1 544 415 – R1 739 784 per annum (Level 15), (all-inclusive salary package)
CENTRE : Corporate Office; Bloemfontein
REQUIREMENTS : A post graduate qualification (NQF Level 8) in Accounting/ Financial Accounting or related as recognized by SAQA coupled with Ten (10) years appropriate experience at management level. Five (5) years of the ten (10) years should be on senior management level. Successful and proven track record on leadership and management in Accounting/Financial Management Environment. Successful completion of the Nyukela Pre-entry certificate to Senior Management Services. A Chartered Accountant (South Africa) qualification will be an added advantage. Valid driver’s license. Knowledge and Skills: Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public Service, costing methodologies and performance measurement. Support management decision making through the development of strategic planning information. Extensive experience in managing complex budgets; Working knowledge of the Constitution, Public Service Act and Regulations; Working knowledge of the PFMA, Treasury Regulations, SCM and Procurement procedures and associated practice notes; Strategic capability and strong leadership and organizational skill; Strong problem-solving abilities together with an innovative and pro-active approach; A high degree of computer literacy (Microsoft Word, Excel, e-mail and PowerPoint); In depth knowledge of accounting systems, e.g. BAS, PERSAL and LOGIS; Understanding of Good Corporate Governance

principles (King III); Knowledge of financial risk management practices; Experience and ability to work in cross-functional projects / teams; Excellent coordination and project management skills; Extensive generic management competencies, including strategic capability and leadership, programme and project management, people management, empowerment and financial management.

DUTIES : The purpose of this position is to provide strategic leadership and direction on Budgeting, Financial, Accounting and Supply Chain Management practices in line with National Treasury Regulations. Provide strategic leadership and direction to the Finance Cluster whilst ensuring compliance of the Department to the Treasury Regulations, the PFMA and other relevant prescripts; Provide technical advice and support to Senior and Line Managers to ensure the effective utilization of resources in line with the Strategic Objectives of the Department. Ensure adequate financial control arrangements and systems for accountable delegation of financial powers, asset management, monitoring, evaluation, early warning and timeous corrective action. Oversee the budgetary process within the Department, exercise budgetary control and provide at a strategic level early warning arrangement. Develop and facilitate the implementation of Supply Chain Management System consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statements and liaison with the Office of the Auditor-General. Formulate creative solutions to enhance effectiveness and efficiency in the delivery of the services and the administration of the Department. Advise the Accounting Officer on all matters that have strategic and financial implications. Liaise with the relevant role-players in the financial environment regarding transversal financial matters including, but not limited to the Office of the Auditor-General.

ENQUIRIES : Mr MNG Mahlatsi, Head: Health Tel No: (051) 408 1107/08
APPLICATIONS : To: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Me P Mpu

POST 28/108 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: H/C/28**

SALARY : R1 269 951 per annum
CENTRE : Corporate Office: Bloemfontein
REQUIREMENTS : Degree in Financial Management / Accounting. 5 years at Senior Management level. Successful completion of the Nyukela Pre-entry certificate of Senior Management level. Valid Driver license. Knowledge And Skills: Understanding of Public Financial Management Act, Labour Relations Act and related Collective Agreements, Basic Conditions of Employment, Free State Provincial Revenue Act, Performance Management System, Public Service Regulations, Public Service Act, National Health Act, Provincial Health Act, Free State Hospital Act, National Development Plan, Strategic Planning and change and knowledge management. people management, financial management, problem solving, planning and organizing, policy analysis and development, good communication skills, reporting writing skills, facilitation skills, co-ordination skills, leadership skills, change and knowledge management, planning and organization skills, negotiation skills, influencing skills and conflict management. A post Postgraduate qualification and Registration with the Professional Bodies in Accounting will be an added advantage.

DUTIES : Oversee the budget and revenue management in the Department, oversee the management of budget models, for all costs centres including sub-components, oversee the management guidelines, parameters, schedules and procedures for actual budget preparation, oversee the management of budget performance for budget monitoring control, provide advice on general budget performance , alerting special circumstances or concerns, participate in budget preparation for the Chief Directorate , providing inputs on special budget items , resolving of major budget problems, provide strategic guidance in planning budget and revenue strategy for individual departments, oversee the budget estimates versus actual figures, and the development of strategy to maximize budget efficiencies, oversee the management , goals and plans strategies for future budgeting and revenue management, oversee the management of on-going forecasts of operating revenues, expense and prepares quarterly budget reports, oversee the management and analytical support in the review of budget and revenue operations and programs, oversee management reporting

and variance analysis and expenditure trends, ensure timely recording of transactions, cash management and banking, oversee the management and monitoring of cash plans, flows, requirements and petty cash, oversee the effective rendering of budgeting and reporting management services, oversee the preparation and the update expenditure budget, oversee the preparation of monthly reports in ensuring monitoring of financial results against budget, report major deviations from budget, ensure the preparation of financial information are submitted for auditing, oversee the implementation and maintenance of the PFMA, ensure that overall control environmental is managed in line with best practice, ensure that the Internal Control Checklist is implemented and updated, ensure that the Financial Statements are finalized and submitted to the Auditor General on the due date, oversee that the Financial Delegations and directives are revised and implemented, provide strategic leadership and direction to the Chief Directorate , participate in the development of the strategy for the department, ensure the development of the strategic objectives for budget and revenue management in order to meet the strategic objectives of the department, provide strategic guidance and expert advice in terms of budget and revenue, report to the CFO on the performance of the unit against the objectives of the DOH strategic plan, manage various strategic project , programmes and contract agreement identified to meet short , medium and long term objectives of DOH, coordinate the implementation of innovation initiatives, ensure operational efficiency and service delivery improvement, co-ordinate and manage relevant projects to ensure that project are implemented to best practice standards , time, quality and budget, create and build partnerships with various internal stakeholders in order to enhance service delivery, oversee the development and implementation of Standard Operating Procedures, identify and implement mitigation measures of risks and threats, ensure good governance within the Chief Directorate, develop implement governance processes, frameworks and procedures, monitor and ensure compliance with legislation, regulations, DOH policies and Financial Regulations, represent the Chief Directorate at management and other government forums, ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures, manage resources (Human, Financial, Equipment/ Assets), report on the performance of the unit against the requirements and targets against the Business Plan, agree on the training and development needs of the unit, ensure appraisal of performance ,agree on objectives and determine remuneration levels for all staff , in line with HR policies and procedures, prepare , monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Chief Directorate, manage the implementation of compliant performance management, ensure that employees are equipped with the required skills and resources to perform optimally, manage compliance of the unit against finance procurement regulations and policies, ensure effective management of compliance with legislation, regulations, DOH policies and procedures within the Chief Directorate and ensure the effective implementation of financial management policies, procedures and regulations.

ENQUIRIES
APPLICATIONS

: Mr TM Moremi Tel No: (051 408 1115)
: To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION

: Me RD Stallenberg

POST 28/109

: **DIRECTOR: FINANCIAL MANAGEMENT REF NO: H/D/24**

SALARY
CENTRE
REQUIREMENTS

: R1 073 187 per annum
: Corporate Office: Bloemfontein
: Degree in Financial Management / Accounting/ Economics/ Cost Accounting / Public Finance. 5 years at Middle Management/ Senior Management. Successful completion of the Nyukela Pre-entry certificate of Senior Management level. Valid Driver license. Knowledge And Skills: Understanding of Public Financial Management Act, Knowledge and good understanding of Health Sector, Knowledge of Public of Service Regulations Frameworks, Management of Health Information, Knowledge of Occupational Health and Safety Act, All relevant departmental policies and Health Frameworks / Guidelines. Strategic capability and leadership, service delivery, client orientation and customer focus, People management and empowerment,

DUTIES

financial management, policy developmental and management, programme project management and change management.

: Provide leadership in processing of transaction: Manage the department day to day financial transactions and accounting activities, Manage the reconciliation of revenue collected, keep accounts up to date, Manage and monitor accounts ensuring all transactions are recorded in the accounting system. Ensure the effective rendering of budgeting and reporting management service, prepare and update expenditure budget, prepare monthly in ensuring monitoring of financial results against budget, report major deviations from budget, prepare financial information for auditing and lead and direct the monthly requisition of voted funds and surrounding of funds allocated in the financial year. Ensure the implementation and maintenance of the PFMA, ensure that overall control environment is managed in line with best practices, ensure that the internal control checklist is implemented and updated, ensure that the financial statements are financialized and submitted to the Auditor General on the due date and ensure that the financial delegations and directives are implemented. Provide leadership to ensure good governance and compliance within the directorate, Monitor and ensure compliance with legislations, regulations, departmental policies and procedures within the unit, Develop and implement governance processes, frameworks and procedures within the unit, prepare written financial information and make presentations to Senior Management, assist with preparation of annual financial statement and provide analysis and ensure compliance with all audit. Ensure operational efficiency and service delivery improvement within the unit, lead the development and implementation of identified policies and procedures in conjunction with the policy and strategy unit, effective manage the performance of the directorate against agreed business requirements and targets, ensure effective and efficient service delivery within the directorate, coordinate and manage relevant projects within the directorate to ensure that projects are implemented to best practice standards, time quality and budget, create and build partnership with various internal stakeholders in order to enhance service delivery, develop and monitor the implementation of Standard Operating Procedures (SOP's) protecting the achieving of information, identify and implement mitigation measures of risks and threats in the achieve, build and maintain partnership with various (national and international) stakeholders in support of the execution of service delivery, Manage and implement strategic objectives and innovation within the unit, build and maintain partnership with various (national and international) stakeholders in support of the execution of service delivery, develop the Operational plan for the unit and ensure effective prioritization and resource organizational development and design, provide strategies direction within the unit, develop the Operational plan against the agreed objectives and time frame, report on the performance of the unit against operational plan, develop technical expertise within the unit and keep abreast of technical departments, provide advice and guidance on change management aspects and matters, identify projects and initiatives to improve business processes and procedures in order to facilitate effective service delivery, manage the development, implementation and communication for a comprehensive change management strategy. Manage resources (physical, human and financial, ensure that budget spending is maximized in line with strategic objective, monitor and report on the utilization of equipment, ensure that the preparations of the budget are in line with strategic plans and department objectives, ensure proper implementation of the budget by monitoring , projecting and reporting on expenditure and ensure capacity and development of staff to enhance and maintain employee motivation and cultivate a culture of performance management.

**ENQUIRIES
APPLICATIONS**

: Mr TM Moremi Tel No: (051 408 1115)
: To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION

: Me RD Stallenberg

OTHER POSTS

<u>POST 28/110</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: H/D/23</u> Corporate Office – Information, Research & Knowledge Management
<u>SALARY</u>	:	R744 255 per annum
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree or Master's degree in public health. At least 3 to 5 years relevant experience in designing, implementing and management of health monitoring and evaluation data / information management systems within a large organization. 3 years management experience at Assistant Director Level. Experience in driving and should be a holder of a valid driver's license and be prepared to travel extensively. A postgraduate diploma in public sector majoring in monitoring and evaluation is an added advantage. Knowledge and Skills: Experience in Monitoring and Evaluation (M&E) system and process development, creating a framework and procedures for the monitoring and evaluation of data / information management systems including data collation and collection as well as knowledge of key data quality indicators and paying attention to detail. Good communication and interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Ability to analyze data and dissemination of information as well as collecting and recording of data. Experience in data quality audit and implementation of health services surveillance systems Knowledge of data security / confidentiality as well as being able to understand the Health Information Policy. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills. Health related statistical experience and knowledge of organizational behaviour are added advantages.
<u>DUTIES</u>	:	Design, develop and implement M&E contextual framework for the directorate that will support data collection, data management systems and reporting process for all the levels of care as well as knowledge of key data quality indicators. Provide leadership and guidance to Information Management Directorate on performance information reliability, accuracy and completeness as well as the development of data quality monitoring tools and implementation thereafter, including development and compliant with M&E policies as well as risk management plans. Design and implement M&E training / capacity building program that will improve data quality, data use, records management, data processing and trouble-shooting mechanisms through electronic data analysis tools, e.g. Excel, for the departmental staff members at all levels of care as well as formulating performance tracking indicators, data triangulation and perform specialist duties on monitoring and evaluation to improve data quality and audit outcome. Provide M&E technical oversight to information management M&E activities in the relevant districts and facilities as well as supporting target setting to districts and programs. Design and implement and maintain all required actions plan of the M&E system to ensure successful achievement of the M&E goals of the directorate. Review the performance of existing management information systems and propose solutions and best practices to promote data quality at all levels of care. Analyze changes and patterns in key indicators, information management performance reports in order to make recommendations and strategies to close the gap. Supervisory role for human resources, assets and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving. Feedback to all stakeholders. Ensure data quality against standards and implementation of effective and practical monitoring and evaluation approaches and processes and systems to support good data quality and availability of audit trail in institutions. Monitor and report on the performance of the Department in relation to the following: Outcome based Provincial Plan, Departmental Annual Performance Plan, etc. Work under pressure in dynamic environment with tight deadlines as well as ability to work individually. Knowledge of data use and target setting as well as understanding measurements of routine data accuracy are essential. Conduct performance reviews and participate in periodic PIDS & NIDS performance review.
<u>ENQUIRIES</u>	:	Dr Chikobvu Tel No: 051408 1738.
<u>APPLICATIONS</u>	:	To: The Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300
<u>FOR ATTENTION</u>	:	Me RD Stallenberg

POST 28/111 : **PND 3: HEAD OF HOSPITAL SCHOOL REF NO: H/P/23 (X2 POSTS)**

SALARY : R588 390 per annum
CENTRE : Free State School of Nursing Northern Campus: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 9 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after the 1-year post basic qualification. Valid (Code B EB) Driver's Licence. Knowledge And Skills: Presentation skills. Ability to develop and prepare teaching methods and techniques. Willingness to travel. Ability to demonstrate an understanding of nursing legislation and related legal and ethical practices.

DUTIES : Coordinate the provision of nursing education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programs. Collaborate with other stakeholders and build a sound relationship within the department. Plan and organize own work and manage training programs in order to meet training outcomes as determined by the curriculum. Perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Manage the teaching of clinical nursing practice in accordance with the scope of practice. Supervise staff. Oversee the supervision of students.

ENQUIRIES : Me MMJ Mokhomo Tel No: (058 396 3710)
APPLICATIONS : To: The Principal Free State School of Nursing, Private Bag X 20520, Bloemfontein, 9300.Or hand delivered to: FS School of Nursing, FSSON Kolbe avenue Oranjesig Bloemfontein.

FOR ATTENTION : Mr MP Macomo

POST 28/112 : **PND 3: HEAD OF HOSPITAL SCHOOL REF NO: H/P/24**

SALARY : R588 390 per annum
CENTRE : Free State School Of Nursing, Pelonomi Hospital School: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 9 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after the 1-year post basic qualification. Valid (Code B EB) Driver's Licence.Knowledge and Skills: Presentation skills. Ability to develop and prepare teaching methods and techniques. Willingness to travel.

DUTIES : Coordinate the provision of nursing education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programs. Collaborate with other stakeholders and build a sound relationship within the department. Plan and organize own work and manage training programs in order to meet training outcomes as determined by the curriculum. Perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Manage the teaching of clinical nursing practice in accordance with the scope of practice. Supervise staff. Oversee the supervision of students.

ENQUIRIES : Me MC Mofahla Tel No: (051 403 9831)
APPLICATIONS : To: The Principal Free State School of Nursing, Private Bag X 20520, Bloemfontein, 9300.Or hand delivered to: FS School of Nursing, FSSON Kolbe avenue Oranjesig Bloemfontein.

FOR ATTENTION : Mr MP Macomo

POST 28/113 : **ASSISTANT MANAGER: NURSING (HAS) REF NO: H/A/21**

SALARY : R571 242 per annum
CENTRE : HIV&AIDS, STI's and PMTCT (Lejweleputswa District)

REQUIREMENTS

: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Proof of current registration with SANC (2022/2023). Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Valid driver's license. Knowledge and Skills: Knowledge and skills: Ability to work under pressure and deliver within tight deadlines, extensive travelling and work after hours. Strong ability to build and work as a team member. Computer literacy. Good communication skills. Strong management and leadership skills. Knowledge of the Public Financial Management Act (PFMA) and Division of Revenue Act (DORA). Financial management skills. Appropriate experience in the management of HIV and AIDS programs. Appropriate experience in the management of HIV &AIDS programs. Appropriate financial management knowledge.

DUTIES

: To managed and support the implementation of the Comprehensive HIV and AIDS Care Management and Treatment of the HIV& AIDS program in the Province. Manage and support the implementation of the National Consolidated Guideline on the PMTCT and Management of HIV in children, adolescents, and adults. Provide strategic leadership and creation of a social compact for better health outcomes. To manage and support implementation of all relevant policies, protocols, and guidelines. Manage the financial affairs for sustainable service delivery. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management. Development and implementation of quality improvement projects on identified challenges. Provide clinical support and guidance to clinicians. Management of relevant human, financial and other resources allocated to position. Risk management.

ENQUIRIES

: Me. GE Ncanana Tel No: (057) 352 1011 or 352 1747

APPLICATIONS

: To: PCP Manager, C/O Long Street and Meulen Street, Kopano Building, (Opposite Medi Clinic) Matjhabeng Welkom or Private Bag x15, Welkom 9460.

FOR ATTENTION

: Me GE Ncanana

POST 28/114

: **ASSISTANT MANAGER: NURSING (HAS) REF NO: H/A/22**

SALARY

: R571 242 per annum

CENTRE

: HIV&AIDS, STI's and PMTCT (Thabo Mofutsanyana District)

REQUIREMENTS

: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Proof of current registration with SANC (2022/2023). Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Valid driver's license. Knowledge and Skills: Knowledge and skills: Ability to work under pressure and deliver within tight deadlines, extensive travelling and work after hours. Strong ability to build and work as a team member. Computer literacy. Good communication skills. Strong management and leadership skills. Knowledge of the Public Financial Management Act (PFMA) and Division of Revenue Act (DORA). Financial management skills. Appropriate experience in the management of HIV and AIDS programs. Appropriate experience in the management of HIV &AIDS programs. Appropriate financial management knowledge.

DUTIES

: To managed and support the implementation of the Comprehensive HIV and AIDS Care Management and Treatment of the HIV& AIDS program in the Province. Manage and support the implementation of the National Consolidated Guideline on the PMTCT and Management of HIV in children, adolescents, and adults. Provide strategic leadership and creation of a social compact for better health outcomes. To manage and support implementation of all relevant policies, protocols, and guidelines. Manage the financial affairs

for sustainable service delivery. Liaise with different stakeholders to ensure optimal service delivery. Ensure proper programmatic data management. Development and implementation of quality improvement projects on identified challenges. Provide clinical support and guidance to clinicians. Management of relevant human, financial and other resources allocated to position. Risk management.

ENQUIRIES : Tel No: (058) 713 0515/ 060 992 1205 Email: ramokotm@fshealth.gov.za
APPLICATIONS : To: Ombudsman Building Mampoi Road Phuthadithaba, Thabo Mofutsanyana District Health or Private Bag x824 Witsieshoek.
FOR ATTENTION : Me. MC Ramokotjo

POST 28/115 : **ASSISTANT MANAGER: SEXUAL REPRODUCTIVE HEALTH AND REPRODUCTIVE HEALTH CANCER NURSING: PNA-7 REF NO: H/A/23**

SALARY : R571 242 per annum, (OSD)
CENTRE : MNCWH & Youth: Corporate Office: Bloemfontein
REQUIREMENTS : Relevant or equivalent qualification. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Valid Driver's License. Knowledge And Skills: Computer Literacy, Facilitation and presentation skills, in depth knowledge of women's health policies.

DUTIES : Develop and review policies on contraception, Termination of pregnancy and reproduction health related cancers. Coordinate and promote implementation of contraception, Termination of pregnancy and reproduction health related cancers. Support marketing of contraception, Termination of pregnancy and reproduction health related cancers. Monitor and evaluate Sexual Reproduction Health and Reproduction Health Cancer. Promote intersectoral collaboration to optimize implementation of sexual reproduction health policies. Ensure effective and efficient utilization of resources.

ENQUIRIES : Me LP Mangoejane Tel No: (051) 408 1177
APPLICATIONS : To be send to: The Director, HRM and Planning, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : Mrs. RD Stallenberg

POST 28/116 : **OPERATIONAL MANAGER PNB3: MATERNITY REF NO: H/O/14 (X2 POSTS)**

SALARY : R571 242 per annum
CENTRE : National District Hospital: Bloemfontein
REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Registration with the SANC as Professional Nurse plus a post-basic nursing qualification in Maternity with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Current registration with the South African Nursing Council (SANC). Proof of current registration with SANC (2022/2023). Attach proof of working experience endorsed by Human Resource. Knowledge and Skills: Good Communication skills, Computer Literacy. Good interpersonal Relationships

DUTIES : Provide holistic nursing care to patient in a specialty unit in a cost effective, efficient and equitable manner. Co-ordinate of optimal, holistic specialized nursing care provided within set standards and a Professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services and maintain Professional growth/ethical standards and self-development.

ENQUIRIES : Me NC Makofane Tel No: (051 403 9871)
APPLICATIONS : To: The Chief Executive Officer, National District Hospital, Bloemfontein, 9300 or hand delivered

FOR ATTENTION : Me P Mehlwana

POST 28/117 : **SENIOR LEGAL ADMIN OFFICER: MR-5 REF NO: H/S/26 (X1 POST)**
Legal Services: Corporate Office
(3 Years Contract)

SALARY : R480 927 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An LLB degree or equivalent qualification and 5 year's postgraduate legal experience. Proven experience in litigation, contract drafting, labour law. A driver's licence is required. Previous practice as an attorney or advocate will be an added advantage Knowledge and Skills: Knowledge of Administrative Law, Constitutional Law, Public Health legislation; PAJA, PAIA & POPIA, PFMA; knowledge of Court Rules; knowledge and experience in the public health sector will be an added advantage. Sound organizing and planning; computer literacy; creativity; basic project management; good communication and writing skills; presentation and reporting skills; analytical and research skills; good drafting skills; ability to work in a team; leadership skills; pro-active, problem-solving attitude; ability to adhere to deadlines and to work under pressure.

DUTIES : The incumbent will be responsible for, among other things: Providing legal advice and opinion to various components of the department; providing litigation management services and ensuring compliance by the department with the legislative framework applicable to its mandate and adherence to court rules; managing the department's external legal support; creation of an enabling environment for compliance with legal prescripts; assisting the department in cultivation good governance, improved service delivery; drafting and vetting contracts.

ENQUIRIES : Mr MS Motingoe Tel No: (051 408 1483)
APPLICATIONS : To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

POST 28/118 : **SENIOR LEGAL ADMIN OFFICER: MEDICO -LEGAL LITIGATION MR-5 REF NO: H/S/26 (X1 POST)**
Legal Services: Corporate Office
(3 Years Contract)

SALARY : R480 927 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An LLB degree or equivalent qualification and 5 year's postgraduate legal experience. Proven experience in medico-legal or bodily injury litigation, alternative dispute resolution. A driver's licence is required. Previous practice as an attorney or advocate will be an added advantage. Knowledge: Knowledge of Administrative Law, Constitutional Law, Public Health legislation; law of delict, PFMA; thorough knowledge of Court Rules; knowledge and experience in the public health sector governance frameworks; knowledge of the medico-legal litigation landscape; knowledge and understanding of litigation strategies. Sound organising and planning; computer literacy; creativity; basic project management; good communication and writing skills; presentation and reporting skills; analytical and research skills; good drafting skills; ability to work in a team; leadership skills; pro-active, problem-solving attitude; ability to adhere to deadlines and to work under pressure.

DUTIES : The incumbent will be responsible for, among other things: Providing leadership in the medico-legal unit of Legal Services; putting systems in place for the effective management of medico-legal litigation; providing legal advice and opinions on medico-legal liability to clinical components of the department; providing medico-legal litigation management services and ensuring compliance by the department with clinical governance frameworks; managing the department's external legal support; creation of an enabling environment for compliance with legal prescripts; assisting the department in cultivation good governance, improved service delivery.

ENQUIRIES : Mr MS Motingoe Tel No: (051 408 1483)
APPLICATIONS : To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION : Me RD Stallenberg

- POST 28/119** : **LECTURER: PND 1-2: REF NO: H/L/4 (X12 POSTS)**
- SALARY** : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 - R624 216 per annum
- CENTRE REQUIREMENTS** : Free State School of Nursing: Southern Campus: Bloemfontein
Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Valid (Code B EB) Driver's Licence. **PND2:** Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year post basic qualification in Nursing Education Knowledge and Skills: Presentation skills. Ability to offer tuition to students.
- DUTIES** : Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Provide Occupational Health services to FSSON Staff and students. Manage and monitor proper utilisation of human, financial and physical resources. Plan and organise own work and manage training programs in order to meet training outcomes as per job description.
- ENQUIRIES APPLICATIONS** : Me MC Mofahla Tel No: (051 403 9831)
TO: Acting Campus Head, Free State School of Nursing, Southern Campus, Private Bag X20520, Bloemfontein, 9300.Or hand delivered to: FSSON Southern Campus, Kolbe avenue Oranjesig Bloemfontein.
- FOR ATTENTION** : Mrs Thandeka Magqaza
- POST 28/120** : **LECTURER: PND 1-2 REF NO: H/L/5 (X4 POSTS)**
- SALARY** : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 - R624 216 per annum
- CENTRE REQUIREMENTS** : Free State School Of Nursing: Eastern Campus: Qwa Qwa
PND1: Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Valid (Code B EB) Driver's Licence. **PND2:** Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year post basic qualification in Nursing Education Knowledge and Skills: Presentation skills. Ability to offer tuition to students.
- DUTIES** : Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Provide Occupational Health services to FSSON Staff and students. Manage and monitor proper utilisation of human, financial and physical resources. Plan and

organise own work and manage training programs in order to meet training outcomes as per job description.

ENQUIRIES : Dr MA Mofokeng Tel No: (058 718 3266)

APPLICATIONS : To: The Campus Head, Free State School of Nursing, Private Bag X 833, Witsieshoek, 9870.Or hand delivered to: FSSON Eastern Campus, MMMRH, Witsiehoek.

FOR ATTENTION : Mr M.A. Manyarela

POST 28/121 : **LECTURER: PND 1-2: REF NO: H/L/6 (X4 POSTS)**

SALARY : Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 - R624 216 per annum

CENTRE : Free State School Of Nursing: Northern Campus: Welkom

REQUIREMENTS : **PND1:** Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Valid (Code B EB) Driver's Licence. **PND2:** Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (SANC). Registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year post basic qualification in Nursing Education Knowledge and Skills: Presentation skills. Ability to offer tuition to students.

DUTIES : Provide education and training for student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support the mission and promote the image of FSSON. Implement assessment strategies to determine learner's competencies. Exercise control over students. Provide Occupational Health services to FSSON Staff and students. Manage and monitor proper utilisation of human, financial and physical resources. Plan and organise own work and manage training programs in order to meet training outcomes as per job description.

ENQUIRIES : Me MMJ Mokhomo Tel No: (0587 396 3710)

APPLICATIONS : To: The Campus Head, Free State School of Nursing, Private Bag X290, Welkom, 9460.Or hand delivered to: FSSON Bongani Hospital, Mothusi road, Thabong.

FOR ATTENTION : Nomsa Dick

POST 28/122 : **PROFESSIONAL NURSE SPECIALTY PNB1- PNB2: (ICU) GRADE 1-2 REF NO: H/P/25 (X5 POSTS)**

SALARY : Grade 1: R388 226 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum

CENTRE : Pelonomi Tertiary Hospital: Bloemfontein

REQUIREMENTS : Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in ICU with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2022/2023. Offer will be based on proven years of experience. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant

		health facility. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy.
<u>DUTIES</u>	:	Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards and professional/legal framework. Provision of effective support Nursing Services.
<u>ENQUIRIES APPLICATIONS</u>	:	Me MC Molefe Tel No: (051 405 1940)
	:	TO: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300
<u>FOR ATTENTION</u>	:	Ms F. M. Lethoo Tel No: (051) 405 1603
<u>POST 28/123</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1: (THEATER) GRADE 1-2 REF NO: H/P/26 (X6 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 226 – R450 939 per annum
	:	Grade 2: R478 404 – R588 390 per annum
<u>CENTRE REQUIREMENTS</u>	:	Pelonomi Tertiary Hospital: Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Theatre with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2022/2023. Offer will be based on proven years of experience. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy.
<u>DUTIES</u>	:	Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards and professional/legal framework. Provision of effective support Nursing Services.
<u>ENQUIRIES APPLICATIONS</u>	:	Me MC Molefe Tel No: (051 405 1940)
	:	To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300
<u>FOR ATTENTION</u>	:	Ms F. M. Lethoo Tel No: (051) 405 1603
<u>POST 28/124</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB1: (ORTHOPAEDICS) GRADE 1-2 REF NO: H/P/27 (X8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R388 226 – R450 939 per annum
	:	Grade 2: R478 404 – R588 390 per annum
<u>CENTRE REQUIREMENTS</u>	:	Pelonomi Tertiary Hospital: Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse plus a post-basic nursing qualification in Orthopaedics with a duration of at least 1 year, accredited with SANC. Current registration with the South African Nursing Council. Proof of registration for 2022/2023. Offer will be based on proven years of experience. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Current registration with the South African Nursing Council (SANC) as Professional Nurse. Knowledge and Skills: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Demonstrate and in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practices by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote

quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate and basic understanding of HR and Financial policies and practices. Computer Literacy.

DUTIES : Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standards and professional/legal framework. Provision of effective support Nursing Services.

ENQUIRIES : Me MC Molefe Tel No: (051 405 1940)

APPLICATIONS : To: The Chief Executive Officer, Pelonomi Tertiary Hospital, Private Bag X 20581, Bloemfontein, 9300 or hand delivered/ Courier, ground floor, Block K Dr Belcher Road, Pelonomi Tertiary Hospital, Bloemfontein, 9300

FOR ATTENTION : Ms F. M. Lethoo Tel No: (051) 405 1603

POST 28/125 : **ASSISTANT DIRECTOR BURSARIES, LEARNERSHIPS & INTERNSHIPS**
REF NO: H/A/24
HRD Corporate Office

SALARY : R382 245 per annum

CENTRE : Human Resource Development: Corporate Office

REQUIREMENTS : Bachelor's Degree/National Diploma (NQF 6, NQF 7) in Human Resource Management/Development/ Public Management/ Public Administration, 3 years in the Skills Development Environment at supervisory level. Valid Driver's license Knowledge and Skills: Skills Development Act, Public Services Regulations, Public Services Act, Labour Relations Act, Constitution, National Qualifications Framework Act, Relevant SETAs & PSETA, Public Service HR Development Strategic Framework Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), computer skills. Occupationally Directed Education, Training and Development Practitioner Certificate.

DUTIES : Administration of all Bursaries and training Facilitate Online Bursary Application Process. Coordinate bursary application process in consultation with all Local Skills Development Committee and Provincial Skills Development Committee. Attend to bursary related enquiries from employees and students. Management Bursary Contract in line with approved Bursary Policy. Develop Standard Operating Procedure on Bursaries. Prepare Payments for Bursaries. Implement Annual Bursary Cycle. Implement Bursary Annual Operation Plan. Prepare Reports on Bursary Activities. Facilitate signing of bursary contracts by employees. Bursary roadshows to Health Facilities and Institutions of Higher learning. Provide Secretarial Services to the Departmental Bursary Committee. Develop Bursary Policy, facilitate implementation of the Policy, Monitor and Evaluate Policy Application and impact of Bursaries Awarded. Facilitate compilation of Bursary Priorities in line with HR Plan, Strategic Plans Talent Management and Career Development. Record management and safekeeping of records Facilitation of Skills Programs for the department Plan, Coordinate, and lead implementation of Skills Programs in the Province. Initiate recruitment, placement of Interns for Work Integrated Learning, Graduates for Work Experience. Develop Learnership Programs to address skills needs. Monitor and Evaluate Internship programs. Promote integrated and vocational Adult Education and Training.Promote developmental programmes, including internships, learnerships and apprenticeship programmes, and bursaries .Skills Development Facilitation Participate in skills audit planning, implementation, and planning. Provide inputs for development of workplace skills plan. Assist in expression of interest for SETA funding. Assist in preparing reports for SETAs Manage Resources within the unit Implement Performance Management and Development for all officials supervised. Supervise Personnel in the unit. Facilitate filling of vacant funded posts Compile budget inputs in line with MTEF guidelines. Monitor and report on expenditure according to Finance Policies. Management, maintenance and safeguarding of allocated assets. Implement the unit risk management plan and prepare reports Establish and maintain relationships with strategic partners involved in education training, and skills development sectors, higher education, TVET Colleges and Unions.

ENQUIRIES : Me M Vorster Tel No: 051 408 1733

APPLICATIONS : To be send to: The Head of Department, PO Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein.

FOR ATTENTION : HR Director

POST 28/126 : **SENIOR DATA TECHNOLOGIST (INFORMATION MANAGEMENT SYSTEMS) REF NO: H/O/25**
Cooperate Office – Information, Research & Knowledge Management

SALARY : R382 245 per annum
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Bachelor's Degree in Information Technology (IT) or any of three/four-year BSC degree (Information Technology) or three /four year Bcom IT degree or B.tech IT. 3 Years appropriate experience in the field of data management in a big organization. Experience in driving and should be a holder of a valid driver's license and be prepared to travel extensively. Knowledge and Skills Proven working knowledge on the area of specialization and database management systems. Working knowledge on the implementation of health services surveillance systems. Knowledge of GIS and data management in health sector is an added advantage. Good communication and interpersonal skills including patience as well as highly enthusiastic attitude. Knowledge of data security as well as being able to understand the Health Information policy. Excellent leadership ability, time management, project management, stress management, motivational skills and strong negotiation skills with excellent knowledge of health sector organizational behaviour. Excellent mathematical / analytical and logical thinking skills are essential. Business intelligence experience, performance tuning and monitoring with an emphasis in MS SQL. Knowledge of data security administration and user management together with the ability to work under pressure, and should be able to deliver under tight deadlines. A self-starter with the ability to work under minimum and/or no supervision, pay attention to detail and should have experience at managerial level.

DUTIES : Provide Health Information coordination and leadership: this includes management and analysis of data focusing on trend analysis, data mapping for the department on a weekly and monthly basis as required by the unit as well as overall database administration for the province together with coordination of functions within the unit that will ensure an effective and efficient Information Technology / Data Management Support Services for all data users and data capturers and the supervision of subordinates and their functions. Evaluate needs for new and revised software / hardware / systems including the E-Health as well as the installation and management linking remote data sources using different software systems including administration and maintenance of database servers and participate in the design, implementation and maintenance of database systems together with Database Tuning, Security and Management, Data Mining and flowcharting. Maintains and development of policies and procedures and various records and documentation for department data management systems including access and user rights, may write straight-forward report generation programs as well as DBA related functions within the scope of the Microsoft SQL server architecture environment including using SQL to develop reports on short notice for a very large dataset with many records (cases). Support Health Information systems (Roll-out and Maintenance) to ensure that facilities within the province have the latest versions of Health Information Systems installed and solve health data related problems including understanding of health indicators, software and antivirus challenges for health information management. Conduct Health Information Systems and Data Management training for all data users as well as supervisory role for human resources and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving feedback to all stakeholders. To implement capacity building activities to provincial, district and facility information offices in terms of computer use including data quality issues, records management and provides processing and trouble-shooting mechanisms as well as training Information staff on the electronic analysis of data using Microsoft Excel amongst other possible proprietary system. Research new database, software engineering and business intelligent, trends and to advise management on the implementation of these new technologies and techniques as well as performing specialist duties on the operational database and data warehouse and be the DBA of these systems including data architect as required by the Unit.

ENQUIRIES : Dr Chikobvu Tel No: 051408 1738

APPLICATIONS FOR ATTENTION : To: The Chief Director: HRM and Planning, PO Box 227, Bloemfontein, 9300
Me RD Stallenberg

POST 28/127 : **MEDICAL PHYSICIST INTERN REF NO: H/A/32 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R357 681 per annum, (OSD)
: Medical Physics Department Universitas Academic Hospital: Bloemfontein
: Minimum of B Med Sc (Hons) or degree in Medical Physics as specified by Health Professional Council of South Africa (HPCSA). Registration (or proof of application) with HPCSA as Intern Medical Physicist 2022/2023. Knowledge and Skills: Mathematical and Computer skills. Insight and problem-solving capabilities. Good interpersonal and communication skills. Ability to work independently and in a team environment.

DUTIES : Completing the medical physics training programme (Radiation Oncology, Diagnostic Radiology, Nuclear Medicine and Radiation Protection) as accredited by the HPCSA to register as Medical Physicist. The training programme in post is limited to a period of two years.

ENQUIRIES APPLICATIONS : Dr FCP du Plessis Tel No: 051-405 3156
: To: The Chief Executive Officer, Universitas Academic Hospital, Private Bag X 20660, Bloemfontein, 9300 or hand delivered @ Room 1111, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301.

FOR ATTENTION : Me. PM January

POST 28/128 : **SKILLS DEVELOPMENT OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: H/S/28**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: HRD, Stationed At Thabo Mofutsanyana District
: Bachelor's Degree/National Diploma (NQF 6, NQF 7) in Human Resource Management/Development/ Public Management/ Public Administration, 1-2 years in the Skills Development Environment. Valid Driver's license. Knowledge And Skills: Skills Development Act, Public Services Regulations, Public Services Act, Labour Relations Act, Constitution. Facilitation, Moderation, Report Writing, Analytical, Presentation, Research, Communication Skills (verbal & written), computer skills Occupationally Directed Education, Training and Development Practitioner Certificate.

DUTIES : Implement Workplace Skills Plans. Provide support in planning, coordinating and developing workplace skill plan. Assist with skills development audit. Provide advisory services with regards to workplace skills plan. Prepare monthly, quarterly and annual reports Facilitate training and development for employees. Conduct training needs analysis. Compile training database. Facilitate all induction and orientation programmes for all employees and newly appointed Staff. Serve as a secretariat during training committee meetings. Maintain a filing system and Data base. Ensure that service providers are paid within the legislated timeframes. Facilitate developmental programmes. Advise employees regarding career development, completion of Personal Development Plan Coordinate recruitment, placement, and monitoring of Learnership and Internship Programs Monitor and evaluate impact of training programs on career development, service delivery and application of skills acquired Conduct monitoring visits to facilities.

ENQUIRIES APPLICATIONS : Me M Vorster Tel No: 051 408 1733
: To: Thabo Mofutsanyana District Offices Human Resources Offices, next to SASSA offices. Mampoi Road Phuthaditjhaba, Private Bag x824, Witsieshoek, 9870.

POST 28/129 : **LEGAL ADMIN OFFICER: GRADE 1-3 REF NO: H/L/7 (X2 POSTS)**
(3 Years Contract)

SALARY : Grade 1: R201 387 per annum
Grade 2: R233 712 per annum
Grade 3: R260 928 per annum
Grade 4: R315 225 per annum

CENTRE REQUIREMENTS : Legal Services: Corporate Office: Bloemfontein
: An LLB degree or equivalent qualification. Experience: MR 1: NONE. MR-2: At least 1 years' appropriate post qualification legal experience. MR-3: At least 2 years' appropriate post qualification legal experience. A valid drivers' licence. Knowledge and Skills: Working knowledge of administrative and constitutional

law, labour law, PFMA, Health Sector legislation, PAIA, POPIA; ability to work under pressure; good communication and writing skills; computer literacy; good interpersonal skills; ability to work in a team.

DUTIES

: Provide support to the head of the unit; conduct legal research and prepare opinions; provide legal advice and support to the Department; legislative analyses and support; organise the department's litigation files; deal with PAIA requests; support the loss control efforts of the department.

ENQUIRIES

APPLICATIONS

: Mr MS Motingoe Tel No: (051 408 1483)

To: The Director, Bophelo House, Private Bag x227, Bloemfontein, 9300, or hand deliver @ room Main Building, Ground floor entrance, Cnr Charlotte Maxeke and Harvey Road, Bloemfontein.

FOR ATTENTION

: Me RD Stallenberg

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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

- APPLICATIONS** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.qpg.gov.za
- CLOSING DATE** : 15 August 2022
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 28/130** : **DEPUTY DIRECTOR: TRANSVERSAL SUPPORT REF NO: REFS/014566**
Directorate: Technology Support Services
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive remuneration package)
: Johannesburg
: Grade 12, Tertiary qualification and relevant experience in Host Integration Server enterprise environments, A+ and N+ and MCP and Microsoft MCSE certification will be an added advantage - a National Diploma/ Degree in Information Technology or equivalent. ITIL Foundation Certification. 3 – 5 years' experience using MS Host Integration Server and government transversal systems. Basic knowledge of Azure environment. Person Profile: Team player, Creative and innovative thinker, good communication/presentation skills, ability to work well under pressure, especially in maintaining a balanced and logical approach. May need to work overtime and standby if necessary.
- DUTIES** : Support e-Government/GCR hosted transversal systems - designing, configuring, monitoring, support, and maintenance of the ICT-hosted transversal application systems specializing in BAS, PERSAL, and mainframe printing for Gauteng Department of e-Government and all other Gauteng Provincial Government Departments. Secure transversal systems with e/g. Anti-Virus, Operating System Upgrades, and Windows Operation System updates add user accounts and group membership management. Manage all support calls assigned within the et SLA. Manage own performance in contribution to the ICT Infrastructure and Operations Unit. Participate in projects relating to the Host Integration server. Planning and expansions of service relating to Host Integration Server. Troubleshooting performance-related issues. Ensure adequate backup and Disaster Recovery Testing. Monitor performance of supported systems. Ensure compliance with ICT policies and procedures which support hosted systems. Keeping abreast of emerging trends in ICT technology. Participate in ICT projects. Testing and quality control of deployment on new system. Provide management reports. Give inputs on internal and external audits. Provide training to Desktop Support staff on transversal systems. Provide technical support to GPG departments (BAS and PERSAL).

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 28/131 : **DEPUTY DIRECTOR: FACILITIES REF NO: REFS/014567**
Directorate: ICT Operations

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive remuneration package)
: Johannesburg
: Grade 12 plus a National Diploma/ Degree in Information Technology or equivalent. 3 – 5 years' experience in Data Centre management and server system administration.

DUTIES : The management of the data centre infrastructure facilities (power, UPS, HVAC) are operational and is supplied to the Data Centre. Ensure that Data Centre the Data Centre Security system is fully operational. Ensure that the Data Centre Generators will supply Power to the Data Centre in the event of the city council power failure. Monitoring Building Management system (BMS) of environment elements in the Data Centre. Design and maintain data centre floor rack layout design. To design, install, administer, and optimize all server hardware and operating system software and related components to achieve high performance and availability. Address all server hardware and software vulnerabilities raised Provide technical Support to the GPG Departments.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 28/132 : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: REFS/014568**
Directorate: Information Security

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive remuneration package)
: Johannesburg
: Grade 12 plus a National Diploma/ Degree in Information Technology. Information Security certificate. 3 -5 years managing information security. Technical support.

DUTIES : Protect the data and systems of the department. This includes preventing unauthorised people from gaining access to the department's network, such as attacks by cyber-criminals. Support the Information Security Manager, E-GOV in effectively discharging his/her responsibilities by delivering information security incident handling and investigations, assessment and compliance, policies and standards development and maintenance, user awareness, training and security project consulting. Assess the organization's data and infrastructure to determine weaknesses and flaws in the hardware and software. To make recommendations and create strategies on the best ways to solve these issues and improve security. Work with organizational stakeholders, assist the development and support of the information security strategy. Manage and monitor information security incidents. Conduct Information Security user - awareness and training programs. Provide Information Security management reports on all projects and initiatives. Formulate business cases for Information Security initiatives and projects. Ensure that information security compliance audits are conducted in terms of the annual audit plan and are properly scoped, appropriately resourced and executed. Formulate a strategy and framework for consultancy services. Act as project Manager on Information security related projects. Developing and maintaining information security policies, standards and procedures. Resolve complex and sensitive Information Security processes. Delivery of Information security services in all forms to the province. Quality assure Information Security processes. Ensure ongoing risk assessment and analysis within Information Security function.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 28/133 : **DEPUTY DIRECTOR: WEB MASTER REF NO: REFS/014569**
Directorate: Applications Development

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive remuneration package)
: Johannesburg
: Grade 12 plus a National Diploma/ Degree in Information Technology. SharePoint Administrator Certification. 3 – 5 years of experience in website development. Creative flair with experience in graphic design a recommendation. Experience in Azure and SharePoint environment.

DUTIES : Development of websites and web applications using .net framework, MS SharePoint, Power apps, Power automate and Dynamics 365. This includes

the analysis, designs, development, implementation, testing, maintenance, administration and supporting of various applications. Manage all websites and applications to ensure that they are operational and comply with the agreed service levels. Configure Azure AD single sign-in for mobile apps and web applications. Provide support and administration to the user base, resolving issues as and when required. Monitor and manage SharePoint APIs. Configure and monitor mobile apps, portals, web applications, and websites by analysing and reporting on the usage thereof using tools such as Google Analytics and Applications Insights. Updating website content and reviewing SEO. Coordinate with designers, content providers, and management or business owners. Implementing and ensuring website security and data protection. Maintain and manage application servers where Business Apps and websites are hosted. Perform server-side administrative tasks on applications. Monitor and ensure application server uptime and connections to relevant databases and related systems including Active Directory and Exchange where applicable. Provide support and administration to the user base, resolving issues as and when required. Manage Azure Environment and DevOps to ensure that there are no bridges during the development and publishing of the Applications and Websites.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 28/134 : **ASSISTANT DIRECTOR: DEVELOPER REF NO: REFS/014570**
Directorate: Applications Development

SALARY : R477 090 per annum (Level 10), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/ Degree in Information Technology. 2 - 3 years of experience in system development and support. Experience in Azure DevOps.

DUTIES : Application Development, implementation, testing, maintenance, administration and supporting of various applications. Gathering and documenting customer requirements. Provide first line support for users regarding application queries and general issues. Develop and apply modifications/enhancements to existing applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports. Conduct workflow, process diagram and gap analysis to derive requirements for existing application enhancements. Develop standards to ensure data quality, reliability and integrity across various database systems. Plan and Implement Database Designs for applications. Create and maintain databases for a variety of customers.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 28/135 : **ASSISTANT DIRECTOR: PORTAL ADMINISTRATOR REF NO: REFS/014572**
Directorate: Applications Development

SALARY : R382 245 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/ Degree in Information Technology. A minimum of 2 - 3 years' experience in applications development using NET framework. Experience in publishing and developing of Websites and Applications using SharePoint and Power Apps.

DUTIES : Development of websites and web applications using .net framework, MS SharePoint, Power apps, Power automate and Dynamics 365. This includes the analysis, designs, development, implementation, testing, maintenance, administration and supporting of various applications. Manage allocated sites and applications ensuring that they are operational and comply with the agreed service levels. Configure Azure AD single sign-in for mobile apps and web applications. Provide support and administration to the user base, resolving issues as and when required. Configure and monitor mobile apps, portals, web applications, and websites by analysing and reporting on the usage thereof using tools such as Google Analytics and Applications Insights. Liaise with the customer base to access and make recommendations on improving the current sites and web applications. Stay abreast of the latest trends in website design, applications development, architecture, and features.

ENQUIRIES : Mr. Themba Psungo Tel No: 011 689 6980

POST 28/136 : **SENIOR ADMIN OFFICER: INFORMATION SECURITY REF NO: REFS/014573**
 Directorate: Information Security

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08), (plus benefits)
 : Johannesburg
 : Grade 12 plus a National Diploma/ Degree in Information Technology. 1-2 years experience in IT security, preferably in the security operations environment, experience with Vulnerability management tools, Microsoft security products, other security tools. Cyber Security experience combined with security certificate (S+) and related Industry Certificate will be advantageous.

DUTIES : Involved in the implementation of new security solutions, participation in the creation and or maintenance of policies, standards, baselines, guidelines and procedures conducting vulnerability audits and assessments. Ensure networks are free of breaches. Conduct Information Security user - awareness and training programs. To train computer users on network and information security procedures. Keeping up to date with current hacking tools / techniques and malware plus protecting against them. Keeping abreast of emerging security threats and alerts across the industry. Acting on IT Security bulletins from both vendors and security organisations. Support the creation of security related management reports. The management and tracking of remediation activity for any vulnerabilities. Perform a variety of limited technical tasks designed to familiarise the official with regulatory guidelines, terminology, procedures and techniques of Information Security.

ENQUIRES : Mr. Themba Psungo Tel No: 011 689 6980

DEPARTMENT OF HEALTH

OTHER POSTS

POST 28/137 : **MEDICAL SPECIALIST REF NO: REFS/014561**
 Directorate: Orthopaedic Surgery

SALARY CENTRE REQUIREMENTS : Grade I: R1 122 630 per annum, (all-inclusive package)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Orthopaedic Surgery. Registration with the HPCSA as Medical Specialist in Orthopaedic Surgery and proof of current registration. No experience required with the HPCSA as a Medical Specialist Orthopaedic Surgery. The following will be an added advantage: Post qualification, at least 1 year of Orthopaedic experience in spine surgery.

DUTIES : Manage patients and provide administrative support in the Orthopaedic Spinal Unit at CMJAH. Assist in offering spine services to the CMJAH cluster. Participate in other delegated management and administrative functions with in the division of Orthopaedic Surgery at CMJAH, including deputizing for the head of the spine unit during his absence. Provide after-hours consultant duties and other general orthopaedic duties as required. Co-ordinate and participate in patient care and quality improvement measures. Ensure the proper and economical use of equipment and other resources. Participate in outreach programs for the development of safe, efficient spinal services in the cluster. Participate in departmental teaching programs and in spine Fellowship training. Undertake appropriate clinical research and provide MMed supervision.

ENQUIRIES APPLICATIONS : Prof. A Robertson Tel No: 011 488 4990
 : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process

and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

- CLOSING DATE** : 15 August 2022
- POST 28/138** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/014555 (X3 POSTS)**
Directorate: Paediatrics (For Division of Neonatology)
- SALARY** : Grade 1: R1 122 630 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Paediatrics. Proof of current HPCSA registration for April 2022/March 2023. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Clinical skillset to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. A valid driver's license.
- DUTIES** : Required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients, and outpatients' services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and /or participate in the research program in the Division / Department, including supervising Mmed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Prof SC Velaphi Tel No: (011) 933 8400/ 8416
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted

within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. 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 and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 15 August 2022
- POST 28/139** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/014556 (X1 POST)**
Directorate: Paediatrics
- SALARY** : R833 523 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent Medical Practitioner. Proof of current registration with HPCSA (2022/2023). No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Prof SC Velaphi Tel No: (011) 933 8400/ 8416
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>
- NOTE** : No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign

qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. 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 and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 15 August 2022
- POST 28/140** : **INFECTION PREVENTION AND CONTROL COORDINATOR REF NO: JUB24/2022**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R444 278 per annum
: Jubilee District Hospital
: Basic R425 qualification in Nursing or equivalent Diploma/Degree in General Nursing and Midwifery equivalent qualification that allows registration with SANC as a professional Nurse. A minimum of 7 Years appropriate /recognizable experience in Nursing after registration with the SANC as professional Nurse in General Nursing. Current registration with the south African Nursing Council (SANC). Proof of current registration for 2021/2022. Valid driver's licence. Training in infection control will be an added advantage. Computer literacy. Other Skills /Requirements: Understanding of Infection Prevention and Control policy, good interpersonal skills, ability to plan and organise, presentation skills and people skills. Knowledge and insight into the communicable Diseases programme, management, and control.
- DUTIES** : Coordinate Infection Prevention and Control programme in the Hospital. Compile reports of compliance and non-compliance of the quality standards in the Hospital. Develop and ensure implementation of policies, norms and standards with regard to Infection. Prevention and Control. Facilitate development of the quality Improvement plan in relation to infection Prevention and Control. Conduct surveillance of communicable disease in the ward and weekly reports to the Hospital. Conduct training and in – Service education of staff in the Hospital. Monitoring and evaluating the Hospital acquired infections control and safety program. Investigate outbreaks of infections in the Hospital with reference to their source and mode of spread. Advice on Isolation techniques and supporting line managers in supervising the Implementation of such techniques in specific situation. Explain Laboratory reports relevant to the prevention control of infection to nursing staff. Collect relevant clinical and epidemiological data to assist in Infection control team. Provide high level of professional and clinical leadership. Participate in teams, meetings, committee as appropriate, communicating and working in Co-operation with other team members. Manage communication at ward and departmental level and facilitate team building. Formulate, Implement and evaluate service plans and budgets in co-operation with the wider health care team.
- ENQUIRIES APPLICATIONS** : Ms Aphane K.J Tel No: 012 717 9300
: 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** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. 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.
- CLOSING DATE** : 15 August 2022, Time: 15:00

<u>POST 28/141</u>	:	<u>RADIATION ONCOLOGY RADIOGRAPHER REF NO: REFS/014563</u> Directorate: Radiation Therapy
<u>SALARY</u>	:	R401 640 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate Qualification that allows registration with the HPCSA as Radiographer: Independent Practice: Therapy. Four (4) appropriate experience after registration with HPCSA as a Diagnostic Radiographer. Ability to work under pressure, be able to work beyond office hours, e.g. emergencies and overflow of booked patients. Must be computer literate.
<u>DUTIES</u>	:	Treat all, patients completely, effectively and accurately according to departmental protocols, based on local and international research. Participation in academic activities. Responsible for localization planning and accurate delivery of radiation treatment to patients with neo-plasms. Physical and emotional support of patients. Daily and weekly quality assurance. Administrative duties, e.g. patient's and statistics. Assist students during clinical work to develop radiography skills.
<u>ENQUIRIES</u>	:	Dr. O Ubogu Tel No: 011 488 3710 Ms. S Mbatha Tel No: 011 488 2215
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Only online application will be considered. Please use the reference as the subject.
<u>NOTES</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	:	15 August 2022
<u>POST 28/142</u>	:	<u>SPEECH THERAPIST GRADE 1 REF NO: REFS/014557 (X1 POST)</u> Directorate: Speech Therapy
<u>SALARY</u>	:	R322 746 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Qualification in Speech Therapy or Speech Therapy & Audiology, registration with the HPCSA, post Community service. Current independent practice registration with HPCSA for 2022/2023. Competencies: Knowledge and skills in assessment and management of speech, language communication, voice, and swallowing disorders amongst the adult population. Preference given to candidates who have experience in complex tracheostomies, neurosurgical cases or head and neck cancer and those with exposure to telerehabilitation. Competencies/Knowledge/Skills: administration, teamwork, planning, organizing, co-ordination, and communication skills. Ability to make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitate holistic treatment.
<u>DUTIES</u>	:	To screen, assess and manage patients with speech, language, communication, voice, and swallowing disorders in both an inpatient and outpatient setting. Medical pathologies include adult neurology cases (CVA, TBI), tracheostomies, burns, progressive neurological conditions and head and neck cancer. To complete daily and monthly statistics and reports. To manage resources effectively. To participate in all departmental and hospital activities. To treat within a MDT including attendance and participation in MDT events. To improve professional competence by regular self-evaluation and application of current research information. To attend scheduled ward rounds and meetings. To refer patients to appropriate level of care. To communicate with

relevant stakeholders regarding patient treatment. To comply with quality assurance standards. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

**ENQUIRIES
APPLICATIONS**

: Dr. Sadna Balton Tel No: (011) 933 9269
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

NOTE

: No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. 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 and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 15 August 2022

POST 28/143

: **MEDICAL TECHNOLOGIST GRADE 1 REF NO: REFS/014558 (X1 POST)**
Directorate: Mother and Child (Infection Control)

**SALARY
CENTRE
REQUIREMENTS**

: R322 746 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate recognized Diploma or Degree as a Medical Technologist or Biotechnology registered as a medical technologist with the Health Professional Council of South Africa. Proof of current HPCSA registration for April 2022/March 2023. No experience required after registering with HPCSA council. Should have the following skills: Good interpersonal skills, Communication, Analytical and computer skills. Basic understanding of finance.

DUTIES

: Facilitate and support the rational and cost-effective usage of Laboratory and blood services as well as the point-of-care machines in the hospital. Improve screening of National Health Laboratory Services and South African National Blood Services request forms to avoid discrepancies. Monitor the linking of requests by NHLS and SANBS to the relevant cost centre. Monitor and intercept tests where insufficient data has been supplied on NHLS request forms. Compile monthly expenditure and utilization reports allocated against NHLS and SANBS Perform laboratory and blood-related duties delegated.

		Maintain ongoing liaison and communication with NHLS and SANBS at institutional level. Attend NHLS and SANBS committee meetings.
<u>ENQUIRIES</u>	:	Dr Soma Tel No: 011 933 8141
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. 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 and the Hospital. People with disabilities are encouraged to apply. 15 August 2022
<u>CLOSING DATE</u>		
<u>POST 28/144</u>	:	<u>RADIOGRAPHER – THERAPY REF NO: REFS/014564</u> Directorate: Radiation Therapy
<u>SALARY</u>	:	R322 746 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate Qualifications that allows registration with the HPCSA as Radiographer: Independent Practise: Therapy. Ability to work under pressure, be able to work beyond office hours, e.g. emergencies and overflow of booked patients. Must be computer literate.
<u>DUTIES</u>	:	Ability to work under pressure, be able to work beyond office hours, e.g. emergencies and overflow of booked patients. Must be computer literate. Treat all, patients completely, effectively and accurately according to departmental protocols, based on local and international research. Participation in academic activities. Responsible for localization planning and accurate delivery of radiation treatment to patients with neo-plasms. Physical and emotional support of patients. Daily and weekly quality assurance. Administrative duties, e.g. patient's and statistics. Assist students during clinical work to develop radiography skills.
<u>ENQUIRIES</u>	:	Dr. O Ubogu Tel No: 011 488 3710 Ms. S Mbatha Tel No: 011 488 2215

- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
- CLOSING DATE** : 15 August 2022
- POST 28/145** : **CLINICAL TECHNOLOGIST REF NO: REFS/014565**
Directorate: Cardiology
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the HPCSA in the relevant profession in Cardiology. Registration with the Health Profession Council of South Africa (HPCSA) in Cardiology. No experience required after registration with the Health Professional Council of South Africa (HPCSA) in Cardiology in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. The following will be an added advantage: An appropriate recognized National Diploma in Clinical Technology, a B-Tech degree in Clinical Technology or Bachelor of Health Science in Clinical Technology registered with HPCSA in Cardiology.
- DUTIES** : suitable candidate will conduct diagnostic, therapeutic and corrective procedures on patients using specialized Cardiology equipment. Candidate must be able to function independently in all procedures: ECG's (Stress tests and Routine), Holter ECG, ABP, Echocardiography, and Pacemaker implantation and follow-ups, assist with TEE'S. Do Cardiac Catheterization procedures, TAVI, intra-aortic balloon pumping, and cover after hours Emergency Call out. Supervise students, teaching and assessments.
- ENQUIRIES** : Rofhiwa Kgomommu Tel No: 011 488 3545
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the

		achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	:	15 August 2022
<u>POST 28/146</u>	:	<u>HUMAN RESOURCE CLERK REF NO: TRH 10/2022</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management or equivalent plus relevant experience or Grade 12 certificate with extensive experience. Knowledge of PERSAL, SAP, ESS and HR process. Computer literacy (Ms Word, Excel and Power Point). Good written and verbal communication skills. Good planning and organizational skills. Ability to work under pressure. Problem solving skills. Administrative skills.
<u>DUTIES</u>	:	Perform duties pertaining to: Promotions, Appointments, Transfers, Service Termination, Condition of Service, Service Benefits, Recruitment and Selection. Capturing of leave on SAP and PERSAL. Consolidating Leave profile. Send mandates to E-Government. Ensure proper record keeping of leave, appointments, transfers and finance documents.
<u>ENQUIRIES</u>	:	Molebogeng Mokonyane Tel No: (012) 354 – 6818
<u>APPLICATIONS</u>	:	Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria)
<u>NOTE</u>	:	No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	15 August 2022
<u>POST 28/147</u>	:	<u>STORES ASSISTANT REF NO: SCM/02/CMJAH2022</u> Directorate: Supply Chain Management (Re-advertisement)
<u>SALARY</u>	:	R104 073 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of working procedure in respect of stores assistant working environment and elementary duties such as: Stores, document tracking, storage and retrieval, planning and organising. Skills: Basic numeracy, literacy, good communication skills, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. The following will be an added advantage: Grade 12. Ability to physically move and distribute inventory (consumables/ assets) and heavy lifting of goods.
<u>DUTIES</u>	:	Ensure proper distribution of stock from warehouse(s) to various departments in the hospital as per requests. Moving of assets (redundant or obsolete and or new) in and out of the wards/ offices as required. Assist with stock take and verification of inventory in the hospital and investigation of discrepancies identified. Housekeeping and packing of storerooms as per Inventory Management SOP'S and other regulations. Manage and ensure proper receiving, storage and distribution for Afrox cylinders, Liquid solutions and other consumables for patients into the wards. Handling and resolving of queries forwarded to the department. Delivery of medical equipment to relevant

		wards. Ensure all scrapped and condemned assets are placed in one central place for condemning procedure. Records keeping and filing of relevant documents involved in the process.
<u>ENQUIRIES</u>	:	Mr. L Mpya Tel No: 011 488 3571
<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za . Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
<u>CLOSING DATE</u>	:	15 August 2022
<u>POST 28/148</u>	:	<u>FOOD SERVICE AID: REF NO: TRH 12/2022</u> Directorate: Food Services
<u>SALARY</u>	:	R104 073 per annum (Level 02)
<u>CENTRE</u>	:	Tshwane Rehabilitation Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement of grade 10 or Abet 0-2 years' experience Food service Unit. Numeracy and literacy skills, Good verbal, written communication and interpersonal skills. Have basic numeric skills. Appropriate knowledge of production for normal and therapeutic diets in a Food Service Unit. Knowledge of hygiene and safety principles. Effective team working skills. Problem identification skills. Be able to work shifts, weekend and public holidays.
<u>DUTIES</u>	:	Perform routine tasks in the Food Service Unit and maintain hygiene. Responsible for pre-preparation, preparation and portioning according to the portion control measures. Preparing and serving snacks, provisions and supplements of patients. Follow and adhere to elementary control measures and standard operational procedures, to assist and comply with plate wastage/client satisfactory survey procedures and processes. Attend production meetings daily, be punctual and willing to undergo continuous training, be able to work under stressful conditions. Working according to duty roster and follow leave procedures. Assist with regular stock count, receiving, labelling, storage and issuing of all deliveries. Incumbent must be fit and strong enough to lift bulk food items when required to do so and must be willing to enter freezers and cold rooms when required to do so. Act as a section messenger when necessary /needed. Perform all general work related to food services as delegated by supervisor. Always wear appropriate uniform and protective clothing. Operate and care for equipment, and report broken equipment to the supervisor immediately. Responsible for cleaning of all areas, utensils and equipment in the food service department daily. Follow and adhere to Occupational Health and Safety and infection control prescripts.
<u>ENQUIRIES</u>	:	Ms TR Mudau Tel No: No 012 354 - 6146
<u>APPLICATIONS</u>	:	Applications must be hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>NOTE</u>	:	No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable

from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 15 August 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>
CLOSING DATE : 19 August 2022
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and 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 management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 28/149 : **ASSISTANT DIRECTOR: BUSINESS ANALYST REF NO: REFS/014580**

SALARY : R382 245 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma / Degree in Operations Management, Production Management, Quality Management, and/or equivalent qualification (NQF 7). 3-5 years' relevant experience in Business Development and Quality Management.

DUTIES : Conduct investigations on organizational design and business process analysis. Conduct needs analysis study for the Department. Engage and communicate stakeholder interests. Compile business analysis reports. Business Requirements gathering and re-engineering of existing business processes. Analytical and problem-solving skills. Ensure all administration and filling Systems is maintained. Organise and co-ordinate project activities. Document and solve business problems by identifying solutions. Document as-is business processes and to-be for improved service delivery. Document service delivery model. Document standard operating procedures. Support business units to conduct ongoing service delivery model, process mapping and improvement and standard operating procedures. Coordinate and support the development and implementation of special research. Monitor, evaluate and report on overall generic process efficiencies for organisational improvement. Knowledge and experience in business mapping techniques. Must have better understanding and implementation of Project Management Framework. Use of Visio, IDEF, and object-oriented tools. Must have knowledge of Quality Management Systems and understanding of the Operations Management Framework with applicable Service Delivery Value Chain phases. Manage, coordinate and evaluate the efforts of external organisations and consultants engaged in specifically commissioned process improvement initiatives. Understanding of the Infrastructure Delivery Management System/Framework.

ENQUIRIES : Ms A Mogaswa Tel No: 072 313 8052

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

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

ERRATUM: Department of Health: Kindly note that the post of Diagnostic Radiographer, Radiology Department (**For Greys Hospital**) with Ref No: GS 40/22 was advertised in Public Service Vacancy Circular 27 dated 22 July 2022, The salary indicated has been amended to Grade 1: R322 746 per annum Grade 2: R407 664 per annum, Grade 3: R 445 752 per annum

OTHER POSTS

<u>POST 28/150</u>	:	<u>HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: NGWE 27/2022</u> Department: Internal Medicine
<u>SARARY</u>	:	R2 193 837 – R2 328 450 per annum. 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate/Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. A minimum of 7 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.
<u>DUTIES</u>	:	Overall management of internal medicine specialist services within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Render efficient and cost-effective internal medicine services to patients managed by Ngwelezana Hospital, Queen Nandi Regional Hospital, and District Health Care Services in Region 4 and Primary Health Care Services in Umhlathuze Sub-District. Strengthen and ensure continuous clinical governance for internal medicine services within the area of jurisdiction. Ensure rational use of resources including laboratory investigations, medication, consumables and equipment. Deliver effective and efficient administration of the internal medicine department. Plan and partake in the training of staff including registrars, medical officers, Community service officers. Interns and undergraduate medical students and also support relevant clinical research, clinical trials and other activities. Develop tertiary services within the field of internal medicine. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct out-patient specialist clinics and in-patient and provide expert opinion where required. Monitor services rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects and academic outreach. Ensure provisioning of a 24-hour service in internal medicine. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Manage the performance of allocated human resources. Ensure that working environment complies with Health and Safety Act, staffs adhere to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and

manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with the set quality standards. Generate reports, plans, presentations and perform other administrative duties attached to this position. Strengthen partnership with relevant stakeholders i.e. Medical School, Referral Hospitals, Research Council, etc. Maintain clinical, professional and ethical standards.

- ENQUIRIES** : Dr. RS Moeketsi Tel No: 035 901 7260
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.
- CLOSING DATE** : 15 August 2022
- POST 28/151** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 28/2022**
Department: Radiology
- SALARY** : Grade 1: R1 754 739 – R1 862 412 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. A minimum of 3 years appropriate experience as a Medical Specialist in Radiology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget,

monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.

DUTIES

: Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.

ENQUIRIES

: Dr. RS Moeketsi Tel No: 035 901 7260

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION

: Mr MP Zungu

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

CLOSING DATE

: 15 August 2022

POST 28/152 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 29/2022**
Department: Ophthalmology

SALARY : Grade 1: R1 754 739 – R1 862 412 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. A minimum of 3 years appropriate experience as a Medical Specialist in Ophthalmology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences. Valid driver's license.

DUTIES : Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.

ENQUIRIES APPLICATIONS : Dr. RS Moeketsi Tel No: 035 901 7260
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

FOR ATTENTION NOTE : Mr MP Zungu
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package

above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

- CLOSING DATE** : 15 August 2022
- POST 28/153** : **MEDICAL MANAGER REF NO: EMS/03/2022**
(Re-Advertised – Candidates who applied previously must re-apply)
- SALARY** : R1 191 510 - R1 322 391 per annum, (Excluding commuted overtime), 13th Cheque, Medical Aids (Optional) plus 18% Rural allowance. This package inclusive of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules.
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate (Grade12) / equivalent. MBCHB Qualification, registration certificate plus registration with the HPCSA as a medical Practitioner. Current proof of registration endorsed by Human Resource Officer/ certificate of service. A minimum of 4 years' experience practicing as a Medical Officer after registration with the HPCSA, Recommendation 2 years must be in management or supervision. (Appointment letters) Knowledge & Skills Policy formulation skills. Knowledge of current health and public service legislation and policies. Sound clinical knowledge, experience in the respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop policies. Computer literacy. Sound management, negotiation/ planning, organizing decision making interpersonal, conflict management and problem solving skills. Sound knowledge and clinical skills in medical disciplines and management skills. Good team building and leadership.
- DUTIES** : To ensure co-ordination of various clinical and support services so that functions are performed within a multi-disciplinary approach to promote optimal patients care. To provide leadership to the medical / paramedical team and liaise with Senior Management Team on matters thereof. Ensuring that a full Primary Health Care (PHC) Package is providing with emphasis on newly introduced programs. Management of financial resources and ensuring cost effective services delivery. Participate in Human Resource strategies in the institution and ensure that development, training and continued education of staff is achieved. To provide leadership in the development of maternal and Child Health Care, Oral and Dental services, Rehabilitative services, Pharmaceutical services as well as management of non-communicable diseases. Maintain optimal utilization of human resources and drive procurement of medical equipment. Performance management appraisal for all staff under the medical component. Ensure 24 hours 7 days a week medical coverage. Ensure establishment and functioning of the clinical and therapeutic committee. Participate in senior management and strategic activities activities as well as National Core Standards. Ensure medical coverage in all our fixed clinics. Conduct clinical audits and reviews, provide clinics. Conduct clinical governance and ensure hospital efficiency. Develop clinical protocol and policies for medical services and ensure that these are accordance with current regulations and guidelines. Promote effective communication and team approval within the entire medical component. Advise hospital management on all developments in the clinical component. Advise hospital management on all developments in the clinical component. Maintain discipline and deal grievances and labour relations issues in terms of laid down policies and procedures in medical and allied Health sections. Formulate strategic plans in keeping with the requirement of the institution. Monitor and evaluate patient care delivery. Monitor and implement quality improvement plan. Perform

		clinical duties as the institution demands. Deputise the Chief Executive Officer as required.
<u>ENQUIRES</u>	:	Mrs MAN. Mzizi Tel No: 036 488 1570 (ext 8203)
<u>APPLICATIONS</u>	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV ONLY (only shortlisted candidates will be required to submit certified copies of documents). No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance Will Be Paid For Interview Attendance 15 August 2022 @ 16:00
<u>CLOSING DATE</u>		
<u>POST 28/154</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 30/2022</u> Department: Surgery
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 191 510 per annum Grade 2: R1 283 592 - R1 362 363 per annum Grade 3: R1 489 665 – R1 862 412 per annum 13 th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Appropriate tertiary qualification in the Health Science (MBCbB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Grade 1: No experience required. Grade 2: A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Grade 3: A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
<u>DUTIES</u>	:	The candidate will, under the direction of the Head of Department: Conduct specialist ward rounds, provide after hour coverage in Surgery Department and clinical support to junior staff, provide advice to district / regional level hospitals, manage / supervise allocated human resources and ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Surgery Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management in Surgery. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code

of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES
APPLICATIONS**

: Dr. G Oosthuizen Tel No: 035 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

: Mr MP Zungu
: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

CLOSING DATE

: 15 August 2022

POST 28/155

: **MEDICAL SPECIALIST (UROLOGY) REF NO: MEDSPEC URO/ 01/2022 (X1 POST)**
Department: Urology

SALARY

: Grade 1: R1 122 630 per annum, (all-inclusive salary package), excluding commuted overtime.
Grade 2: R1 283 592 per annum, (all-inclusive salary package), excluding commuted overtime.
Grade 3: R1 489 665 per annum, (all-inclusive salary package), excluding commuted overtime.

**CENTRE
REQUIREMENTS**

: Inkosi Albert Luthuli Central Hospital
: **Grade 1:** No experience required. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist- Urology. **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Urology. Minimum Requirements: Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCUrol (SA) Plus Current Registration with the Health Professions Council of South Africa as a "Specialist Urologist". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as a specialist. Recommendation: Previous experience in a specialist position. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Urology, including Emergency, Medical and Surgical Care. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team.

- Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : Provide a specialist Urology service and assist the urology head of department and heads of clinical units with effective overall management of the provision of Urology services based at IALCH. Provide a consultative service and expert opinion on Urology related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Urology consultative service based at IALCH within the commuted overtime contract. Maintain clinical, professional and ethical standards related to these services. Assist the heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Urology Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.
- ENQUIRIES** : Dr EH Abdel Goad Tel No: (031)2401810
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 17 August 2022
- POST 28/156** : **MEDICAL OFFICER REF NO: MOPAEDSCC/ 07/2022 (X1 POST)**
Department: Paediatric Critical Care
- SALARY** : Grade 1: R833 523 per annum, (all inclusive salary package), excluding Commuted Overtime.
Grade 2: R953 049 per annum, (all-inclusive salary package), excluding Commuted overtime
Grade 3: R1 106 037 per annum, (all-inclusive salary package), excluding commuted Overtime.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Recommendation: Experience in Paediatrics will be an advantage. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration

with HPCSA as a Medical Practitioner. Six (6) Years' relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care, Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

ENQUIRIES APPLICATIONS : Prof PM Jeena Tel No: 031 240 2046
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T claims.

CLOSING DATE : 17 August 2022

POST 28/157 : **MEDICAL OFFICER :(GRADE 1, 2, 3) REF NO: GS 44/22 (X1 POST)**
Component: Internal Medicine

SALARY : Grade 1: R833 523 per annum
Grade 2: R953 049 per annum
Grade 3: R1 106 037 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg Complex
Grade 12 Certificate MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as an Independent Medical Practitioner by the time of appointment. Community

services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs Current health and public service legislation, regulations and policy, and medical ethics Recommendations: ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine. Studying for, or successfully completed, Diploma in Internal Medicine.

DUTIES : Medical care of patients: Level of care required – medical care appropriate to Grey's Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey's but you will be expected to perform duties at various health facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

ENQUIRIES : Dr K. Rasmussen Tel No: 033 – 897 3288
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs M Chandulal
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.

CLOSING DATE : 15 August 2022

POST 28/158 : **ASSISTANT NURSING MANAGER (PHC) REF NO: STC 05/2022 (X1 POST)**

SALARY : R624 216 per annum, Plus other benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance Plus 8% Rural Allowance (employee must meet prescribed conditions)

CENTRE : ST Chads CHC
REQUIREMENTS : National Senior Certificate/ Grade 12 Degree/ Diploma in General Nursing Science and midwifery plus 1 year post- basic qualification in clinical Nursing Science, Health assessment, treatment and care. Proof of current Registration with SANC (2022 receipt) as a professional nurse and Midwifery. Degree/

Diploma in Nursing Management. A minimum of 10 years appropriate /recognizable experience after registration as Professional Nurse and Midwife with SANC.6 years of period referred above, must be appropriate / recognizable experience in Primary Health Care. At least 3 years of the period referred above must be appropriate/ recognizable experience at Management level. Certificate of Service Endorsed by HR is required. Recommendations: Computer literacy. Valid driver's license code 8/10. Knowledge, Skill, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as: Nursing act, Occupational health and safety act, Patient right' s charter, Batho-Pele principles, Public service regulations, Labour Relations act, Disciplinary code and procedures, Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. In depth knowledge of nursing legislation and related legal and ethical practice and legislative framework governing in the public service.

DUTIES

: To exercise control over the provision of integrated and co-ordinated nursing services within the Primary Health Care. Co-ordination of optional holistic nursing care services within set standards. Controls the provision of nursing care through scheduling staff allocation, ensuring supervision in relevant discipline. Ensures control and discipline over staff. Analyses the need for training and development and ensure implementation of in-service education. Monitor data elements to assess the provision of PHC and set up rapid appraisals and in-depth evaluations as well as support nurture research into aspects of PHC. Ensure provision of clinical services i.e initiate treatment, implementation of programmes strategically lead and supervise PHC services to provide Nursing Care within the catchment area. Manage and supervise all PHC units involving all stakeholders. Ensure facilitation of an integrated planning and implementation of all services / programmes aligning to those of the department. Ensure that all priority programs which include community based model, CCMDD, NHI, OSS and district development model are implemented and managed accordingly. Facilitate realization and maintenance of ideal clinic programme .Analyse operational imperatives set in the National PHC package, National Norms and Standards, policies and guideline for implementation of better outcomes. Ensure that nurses are practicing in realization of relevant legislative policies and practices as according to SANC, professional and ethical practices. Facilitate data management, manage all resources. Be in position to operate under pressure including extended working hours. Monitor and evaluate staff performance in terms of EPMS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in operational Sukuma Sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Analyse and interpret statistics including PHC programmes.

ENQUIRIES

: Mrs. B.A Mbatha. Tel No: 036 637 9600

APPLICATIONS

: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION

: Mr S.D.Mdletshe

NOTE

: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement,

please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 15 August 2022
- POST 28/159** : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: UGU 01/2022**
Component: ISHP, Oral Health and Health Promotion
- SALARY** : R450 939 per annum, plus 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed requirements)
- CENTRE** : Ugu Health District Office
- REQUIREMENTS** : Diploma / Degree in General Nursing and Midwifery. Current registration with the SANC as a Professional Nurse and Midwifery. SANC Receipt for 2022. Minimum of 7 years appropriate or recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing and Midwifery. Valid code B driving licence. Recommendations: Previous or current relevant primary health care working experiences will be an added advantage. Certificate on clinical nursing science, assessment, diagnosis, treatment and care Knowledge: Presentation Skills. Report writing abilities. Financial management skill. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other related matters and to comply with time frames. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Co-ordinate the implementation of the WBPHCOTs and the Integrated School Health Programme policy (ISHP) in line with the PHC re -engineering framework and the National Health Insurance (NHI). Co-ordinate the implementation of Health Promotion Programmes in schools, Primary health care facilities and at community level (e.g. Health promoting clinic, Health promoting school and Early Child development centres). Co-ordinate the Oral Health Programme in the District. Co-ordinate the Adolescent Youth Health Programme in the District. Co-ordinate the vaccination programme (HPV, Td and Deworming) in schools and ECDs. Collaborate with stakeholders on the attainment of targeted district health outcomes. Oversee the implementation of youth zones in all the facilities within Ugu district. Ensuring the implementation of the priority programme project to attain positive health outcomes. Participate in the ideal clinic and ideal hospital realisation and maintenance project in the district by monitoring adolescent and youth involvement and empowerment. Collaborate with other stakeholders to implement health promotion plans in the district. Facilitate implementation of Health Promotion Programmes at community level. Plan, organize and conduct community awareness and events to convey health messages and practices which support healthy lifestyle programme strategies. Ensure implementation of educational drives, campaigns and advocacy initiatives to effectively and efficiently communicate the need to change unhealthy lifestyle/maintain healthy lifestyle to the community and target groups. Monitor and evaluate implementation of the Outreach Programmes, School Health and Healthy Lifestyle in the district.
- ENQUIRIES** : Mr. B.I. Khowane Tel No: 039 – 688 3000
- APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
- FOR ATTENTION** : Mr. J.L. Majola
- NOTE** : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive

outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof. Preference will be - African Male.

- CLOSING DATE** : 15 August 2022
- POST 28/160** : **LECTURER- GR1, GR 2 REF NO: GS 45/22 (X1 POST)**
- SALARY** : Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
Plus 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Greys Campus, Pietermaritzburg
Senior Certificate/Grade 12 Plus A Diploma/Degree in Nursing, Midwifery and Community PLUS A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Proof of Current Registration with the South African Nursing Council (SANC) 2022 Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Unendorsed valid Code EB driver's license (code 08). Recommendations Master's Degree in Nursing A post registration qualification in Nephrology Nursing Science Plus A minimum of six months clinical experience in Nephrology Nursing NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills and Experience: Have in-depth knowledge of procedures and processes related to Nephrology Nursing Science. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Possess good communication (written & verbal) and presentation skills. Computer literacy.
- DUTIES** : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas Coordinates and ensure clinical accompaniment of students. Develops and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders and build a sound relationship within the Department. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students
- ENQUIRIES APPLICATIONS** : Mrs. B.E Shezi- Grey's Campus Principal Tel No: 033- 8973508
- FOR ATTENTION NOTE** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs M Chandulal
- CLOSING DATE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae. The Employment Equity Target for This post is: African Male, Indian Male, White Male, Coloured Male
15 August 2022
- POST 28/161** : **CHIEF ARTISAN (ELECTRICAL) REF NO: RLNN01/2022 (X1 POST)**
Job Purpose: To manage all aspects of technical design, production, operation and maintenance activities.
- SALARY** : R392 283 – R448 518 per annum. Other Benefits 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

- CENTRE REQUIREMENTS** :
- : Regional Laundry Northern Natal (Dundee)
 - : Senior Certificate (Grade 12)/ N3 equivalent certificate. Appropriate Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid drivers' license. Ten years post qualification experience required as an Artisan/Artisan Foreman. Knowledge, Skills & Competencies: Project management, Technical design and analysis knowledge, Computer literacy, Knowledge of legal compliance, Technical report writing, Technical consulting, Problem solving and analysis, Team work and Proactive. Recommendations Knowledge, Skills, Training and Competencies Required: The incumbent of this post will be responsible to ensure that all plumbing, electrical and carpentry works, including basic furniture repairs, all new installations done by contractors in all Regional Laundry Northern Natal and all air-conditioning maintenance in all Regional Laundry Northern Natal are carried out effectively and efficiently. The ideal candidate must: Have technical analysis knowledge. Have analytical skills.
- DUTIES** :
- : Manage technical services and support in conjunction with Technicians / Artisans and associates in field, workshop and technical office activities; ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specification. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit specifications and reports as required; provide and consolidate inputs to the technical operational plan; update databases; and manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and manage the commercial value add of the discipline-related activities and services. Prepare briefs, schedule/plan of work to be done. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research on technical/engineering technology to improve expertise; Liaise with relevant bodies/councils on technical/engineering-related matters. Perform standby/ emergency work. Ensure adherence to safe working practices (in accordance with OH&S Act 85/1993). Responsible for overall maintenance of the laundry, equipment and the boiler.
- ENQUIRIES APPLICATIONS** :
- : MS U. Sandile Tel No: 034 212 3161
 - : All Applications Should Be Forwarded To: Human Resource Management Services: KZN Department of Health, P/bag X2052, Dundee, 3000 or Hand delivered to: 34 Wilson Street, Dundee, 3000.
- FOR ATTENTION NOTE** :
- : Mr N.P. Shezi Tel No: 034 299 9100
 - : 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 only, 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. 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. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.
- CLOSING DATE** :
- : 15 August 2022

POST 28/162 : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM) THEATRE REF NO: PNSPEC THEATRE /1/2022 (X3 POSTS)**
 Department: Theatre Complex

SALARY : Grade 1: R388 974 per annum, plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional
 Grade 2: R478 404 per annum, plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
 : R425 Degree/Diploma in Nursing or equivalent and 1year post basic qualification in Operating Theatre Nursing Science. Current registration with SANC as Professional Nurse and Operating Theatre Nurse Specialist. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in Theatre Specialty after obtaining the 1 year post basic qualification in Operating Theatre Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho- Pele principles and Patients 'Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.

ENQUIRIES APPLICATIONS : Ms. NO Mkhize Tel No. 031 2401063
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

CLOSING DATE

: 17 August 2022

POST 28/163

: **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM) ONCOLOGY REF NO: PNSPEC ONCOLOGY /1/2022 (X2 POSTS)**

Department: Oncology

SALARY

: Grade 1: R388 974 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R478 404 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

CENTRE

: Inkosi Albert Luthuli Hospital

REQUIREMENTS

: R425 Degree/Diploma in Nursing or equivalent and 1-year post basic qualification in Oncology Nursing Science. Current registration with SANC as Professional Nurse and Oncology Nurse Specialist. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in Oncology Specialty after obtaining the 1 year post basic qualification in Oncology Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho- Pele principles and Patients' Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care. DUTIES: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.

ENQUIRIES

: Ms. NO Mkhize Tel No. 031 2401063

APPLICATIONS

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 it is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered and will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 17 August 2022
- POST 28/164** : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM) NICU REF NO: PNSPEC NICU /1/2022 (X1 POST)**
Department:-Neonatal ICU (Critical Care)
- SALARY** : Grade 1: R388 974 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R478 404 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: R425 Degree/Diploma in Nursing or equivalent and 1-year post basic qualification in Critical Care Nursing Science. Current registration with SANC as Professional Nurse and Critical Care Nurse Specialist. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in Critical Care Specialty after obtaining the 1 year post basic qualification in Critical Care Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations, displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho-Pele principles and Patients' Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.
- ENQUIRIES APPLICATIONS** : Ms. NO Mkhize Tel No: 031 2401063
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be

requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 it is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered and will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 17 August 2022
- POST 28/165** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF: AD: SCM /01/2022 (X1 POST)**
Department: Finance Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Inkosi Albert Luthuli Central Hospital
: National Diploma or Bachelor's Degree in Supply Chain Management or Public Administration or Finance. A minimum of three (3) years supervisory experience in a Supply Chain Management environment. NB- Proof of current and previous experience endorsed and stamped by Human Resource Office. Recommendation: Advanced computer literacy in Microsoft Office Suite. A valid driver's licence (EB code 8). SAP R3. Knowledge, Skills, Training and Competence Required: Public Finance Management Act (PFMA) and Treasury Regulations. Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP). Supply Chain Management Regulations, instruction notes, circulars and policy frameworks. Preferential Procurement Policy Framework Act and its associated regulations. Broad Based Black Economic Empowerment Act, 53 of 2003. Public Service Anti-corruption Strategy. Departmental policies and procedures. Public Service Financial Management information systems (PERSAL, BAS, Vulindlela). Public Service Act, Regulations and relevant human resource management frameworks. Needs analysis. Compilation of Supply Chain Management documents. Evaluation and adjudication of bids/quotations. Analysis of procurement requests for bids/quotations. Contract administration. Project management. Risk Management of the SCM System and performance review.
- DUTIES** : To manage the Demand Management process. To manage the Acquisition Management process. To oversee the Logistics and Inventory Management process. To review the supply chain performance and make recommendations to improve the efficiency and effectiveness thereof. To manage the human and financial resources as well as assets used in the supply chain management process.
- ENQUIRIES APPLICATIONS** : Mr TE Mposula Tel No: (031) 2401026
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 it is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 17 August 2022
- POST 28/166** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: CL 05/2022**
- SALARY** : R321 543 – R378 765 per annum (Level 08)
- CENTRE** : Clairwood hospital
- REQUIREMENTS** :
 Matric (Grade 12), Bachelor Degree/ National Diploma in Public Administrative and Management or related fields. 3-5 years' experience in Clerical / Administration in the Systems Component. Knowledge, Skills, Training and Competencies required: Knowledge of hospital processes and procedures, Organisational skills, Decision making skills, Problem solving skills, Sound analytical and communication skills, Co-ordinate and liaison skills. Recommendations: Valid driver's license. 3-5 years supervisory experience in Systems Component.
- DUTIES** :
 Maintain overall control of the following sections: Registry / Reprographic Services, Typing Services, Telecommunication Services, Transport Services, Messenger Services, Pottering Services, Mortuary Services, Patient Administration, Security Services, Food Services, Maintenance and Laundry. Check OB books, mortuary registers and other face value documents within the systems component regularly. Ensure that secretarial services are available for meetings. Provide advice to management and head of sections on matters relating to administrative support services. Maintain adequate availability and efficient utilization of staff in all sub sections. Administration of staff accommodation.
- ENQUIRIES** : Mr. V.M Moodley Tel No: 031 451 5058
- APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeini, 4060 or Hand deliver: 1 Higginson Highway, Mobeini, 4060.
- NOTE** : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

CLOSING DATE : 19 August 2022

POST 28/167 : **HUMAN RESOURCE MANAGEMENT PRACTITIONER REF NO: UGU 02/2022**
Component: Human Resource Development & Planning

SALARY : R321 453 per annum (Level 08), plus 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed requirements)

CENTRE : Ugu Health District Office

REQUIREMENTS : Senior Certificate (Grade 12). Degree/ National Diploma in Human Resource Management /Human Resource Development /Training and Development or Public Management. Plus a Minimum of 3 years' experience in Human Resource Management environment, recommended especially in Human Resource Development and Planning. A valid driver's licence. Recommendation: Knowledge of PERSAL will be added as advantage. Computer Literacy: MS Office Software Applications Knowledge: Good knowledge and understanding of Employee Performance Management and Development System. Human Resource planning. Broad Knowledge and understanding of Human Resource Management. In-depth knowledge of relevant acts, policies and regulations in HR Management Sound communication, analytical and decision making and presentation skills Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.

DUTIES : Under the guidance and direction, you will be responsible for all training & development and planning functions within the District. Ensure proper communication and provision of expert advice on matters related to Human Resource Training and Development. Performing all skills development facilitation functions. Ensuring integrity of District training records and compiling of reports. Coordinate and Developing a Workplace Skills Plan (WSP) and WSP Implementation plan for the by determining training requirements, consolidating the WSP and WSP implementation plan for the District. Coordinating the implementation of the WSP and WSP implementation plan and maintaining a database for District training. Compile monthly, quarterly (QMR) and Annual (ATR) training report for the District and consolidate the entire District reports. Coordinating, support, monitoring and evaluating staff training and development and Develop training solutions and conducting training, inclusive of Orientation of new employees. Service HRD related subcommittees at secretarial/chairpersonship basis. Implementation of EPMDS and monitor capturing of all EPMDS documents. Administer and coordinate Performance Management (EPMDS) to ensure departmental deadlines adherence and evaluations are conducted timeously. Conduct EPMDS training for the all facilities under Ugu District. Ensure submission of performance agreements, reviews and assessment within the timelines. Assist with the management of quality checking of all EPMDS documents. Development of HR Plan (IHRP). Coordinate the development and implementation of the Integrated Human Resource Plan. Employment Equity (EE) planning and reporting (District and District office). Coordinate and monitor the implementation of the Human Resource Development Strategies (HRD) and projects in the District: Internship, Bursaries, Workplace integrated learning, Learnership, Employment Equity planning and reporting (EE), Induction programs, Compulsory Induction Program (CIP), BB2E and training programs. Support, train and mentor officials within the District and District office to ensure that policy imperatives and practices are implemented. Ensuring the day-to-day function of the Human Resource Planning and Development component is the District and District office. Representing the District through attendance of the Departmental meetings.

ENQUIRIES : Ms. DL Du Randt Tel No: 039 688 3009

APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

FOR ATTENTION : Mr. J.L. Majola

NOTE : Applications must be submitted on the prescribed application for employment form (Z83) and Curriculum Vitae ONLY. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and emailed applications will NOT be accepted. Persons with disabilities should

feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof. Preference will be - African Male.

- CLOSING DATE** : 15 August 2022
- POST 28/168** : **ARTISAN FOREMAN REF NO: STC 06/2022 (X1 POST)**
- SALARY** : R308 826 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE REQUIREMENTS** : St Chads CHC
 Senior Certificate (Grade 12) or NTS2Proof of Trade Test Certificate in Electricity / Mechanical in terms of Section 13(2) (h) of the Manpower Training ACT OF 1981 as amended At least 5 years post qualification experience as an Artisan/ Artisan Foreman. Valid code 8 driver's license. Certificate of service endorsed by HR is required. Knowledge, Skill, Training And Competencies Required: Knowledge of Occupational Health and Safety Act, Public Finance Management Act and Treasury Regulation and Practice Notes. Good communication skills, interpersonal skills and negotiation and planning. Technical and practical skills and experience of the trade. Good knowledge of Community Health Centre plant and machinery, equipment, pumps and air conditions as well as gas applications and gas equipment. Sound knowledge Project Management and team building .Creativity and analytical thinking, problem solving and decision making. Must be computer literate: MS Office Software Package.
- DUTIES** : Manage technical services and support in conjunction with Technicians/ Artisans and associate in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide technical & specialized support to all trades within the institution ensuring compliance with the OHS act. Inspect equipment and/or facilities (CHC and Clinics) for technical faults. Manage artisan related personnel and assets in terms of their job outputs in the maintenance Section. Manage Human Resource effectively and efficiently and promote sound labour relations. Control and monitor expenditure according to budget to ensure efficient cash flow management. Implement and monitor maintenance department internal audit system in order to exercise financial control over allocated budget. Manage and development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Maintain standards on plant control networks for the different trades whilst ensure their cost effectiveness. Manage EPMDs. Provide expert advice and inputs regarding maintenance issues. Liaise with relevant bodies/ councils on technical/ engineering- related matters. The incumbent will be expected to do Standby duties, work overtime and extended hours.
- ENQUIRIES APPLICATIONS** : Mr. L.B Ngubane Tel No: 036 637 9600
 All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950, Ladysmith, 3370, Or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION NOTE** : Mr S.D.Mdletshe
 The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive

outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged to apply.

- CLOSING DATE** : 15 August 2022
- POST 28/169** : **FINANCE CLERK SUPERVISOR REF NO: NGWE 31/2022**
Department: Budget and Expenditure Control
- SALARY** : R261 372 – R307 890 per annum 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Three (3) to five (5) years' experience in Budget and Expenditure Control. Knowledge, Skills, Attributes and Abilities In-depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Finance Management as well as relevant Acts and Regulations. Interpersonal and problem solving skills. Good organizational and planning skills and ability to make independent decision. Knowledge of departmental and transversal systems e.g. (BAS and Vulindlela). Ability to plan, organize, build team spirit and meet deadlines. Knowledge of MS Office Software applications.
- DUTIES** : Authorize commitments, payments, receipts and journals on BAS. Draw, analyze and present financial reports. Monitor spending trend and institute corrective measures e.g. journaling process and virements. Manage suspense accounts and maintain debt file. Consolidate financial monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and Assess finance staff performance as per EPMS requirements.
- ENQUIRIES** : Mr. TV Nxumalo Tel No: 035 901 7043
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the

internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

- CLOSING DATE** : 15 August 2022
- POST 28/170** : **HUMAN RESOURCE OFFICER- SUPERVISOR REF NO: STC 04/2022 (X1 POST)**
- SALARY** : R261 372 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements)
- CENTRE** : St Chads CHC
- REQUIREMENTS** : Senior Certificate or equivalent. Plus. A minimum of 3-5 experience in Human Resource Management component. Recommendations: PERSAL Certificates. Valid driver's license code 8/10. Certificate of service endorsed by HR Is Required. Knowledge, Skill, Training and Competencies Required: Knowledge of the procedures, policies and prescripts relating to Human Resource Management. Broad knowledge of PERSAL system. Knowledge of computer software i.e MS Word, Excel, Power Point, Outlook etc. Sound management, Interpersonal, negotiation, communication (written and verbal), problem solving and supervisory skills. In depth knowledge of Human Resource Practices, EPMSD and Labour Relations. Strong leadership ability.
- DUTIES** : Manage day to day functioning of Human Resource Practices component. Ensure the payment of all fringe benefits and allowances is done accurately. Advise management on matters relating to Human Resource Practices. Ensure effective debt management for in-service and out of service staff. Approval of transactions on PERSAL timeously. Ensure that the employment practices i.e recruitment, selection and appointment of verification of qualifications, transfers are in accordance with the laid down policies and procedures. Formulate internal policies and procedure and ensure implementation thereof. Manage and maintain a staff record on leave, pillar, housing and other relates matters. Management of overtime and commented overtime. Prepare reports on Human Resource administration issues and statistics. Assist with Human Resource Management activities as assigned by Assistant Director: HRM. Allocate and ensure quality of work. Assess staff performance and apply discipline. Exercise direct control and supervision of staff.
- ENQUIRIES** : Mr S.D Mdletshe Tel No: 036 637 9600
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, Or Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
- FOR ATTENTION** : Mr S.D.Mdletshe
- NOTE** : The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za . The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Foreign Qualification will be requested for submission from shortlisted candidates only. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote

representivity in all occupational categories in the Department. Person with disability are encouraged to apply

CLOSING DATE : 15 August 2022

POST 28/171 : **LINEN WORKER SUPERVISOR REF NO: NGWE 32/2022**
Department: Laundry

SALARY : R147 459 – R173 706 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Standard 8 / Grade 10. Minimum of 3 years' experience in linen work or related experience. Knowledge, Skills, Attributes and Abilities Knowledge of laundry procedures. Knowledge of infection control. Knowledge of safety matters / and Occupational Health & Safety Act. Good written and verbal communication skills. Good computer skills. Knowledge of equipment used. Knowledge of prescripts and procedures in the linen area. Supervisory. Communication. Linen room skills.

DUTIES : Ensure sufficient and adequate linen for the Hospital. Receive and record all clean and new linen. Provide trainings and orientation within the Department. Record linen deliveries to sections. Perform stock taking of linen room and sections e.g. sheets, gowns, pajamas etc. Report linen related problems to laundry manager. Supervision and assessment of staff through EPMDs. Ensure monthly meetings on regular basis. Ensure availability of PPE's for Laundry staff members. Monitor and maintain risks that may arise within the working environment. Ensure that health and safety standards are maintained. MR. Pez Zulu Tel No: 035 901 7060

ENQUIRIES : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880

APPLICATIONS : Mr MP Zungu

FOR ATTENTION : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

CLOSING DATE : 15 August 2022

POST 28/172 : **SUPERVISOR CLEANING SERVICES REF NO: NGWE 33/2022**
 Department: Cleaning Services

SALARY : R147 459 – R173 706 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements).

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
 : Standard 8 / Grade 10. Minimum of 2 years' experience in cleaning services environment. Knowledge, Skills, Attributes and Abilities Knowledge of cleaning equipment. Knowledge of infection control. Good communication skills. Computer skills. Supervisory skills.

DUTIES : Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Ensure maintenance and replacement of cleaning machines and equipment. Make a requisition and issue cleaning materials. Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster.

ENQUIRIES APPLICATIONS : Mr Pez Zulu Tel No: 035 901 7060
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni 3880

FOR ATTENTION NOTE : Mr MP Zungu
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date.

CLOSING DATE : 15 August 2022

POST 28/173 : **MEDICAL SPECIALIST OPHTHALMOLOGY REF NO: OPHTHAL/SESSION/01/2022 (X1 POST)**
 Department: Ophthalmology

SALARY : Grade 1: R532.00
 Grade 2: R608.00
 Grade 3: R706.00 No of Sessions per Week: 4 Sessions (Each Session Is Equivalent to 1 Hour per Week) Hourly Rate per Session Nature of Appointment: Sessional- not exceeding 12 months; subject to annual review

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
 : Experience: **Grade 1:** Requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health

Professions Council of South Africa. **Grade 2:** Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Ophthalmology. **Grade 3:** Requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Ophthalmology. Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCO (SA) or MMed (Ophthalmology) Plus. Current Registration with the Health Professions Council of South Africa as a "Specialist Ophthalmology". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Recommendations: Competency in paediatric ophthalmic surgery. Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Knowledge, Skills, Training and Competencies: Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work-related matters. Engage in own research and supervise research of registrars. Assistance in the provision of a quality cost effective and efficient 24-hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. NB: Successful applicants might be required to rotate and work in all state facilities in the greater Durban area, not just Inkosi Albert Luthuli Central Hospital.

DUTIES

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**ENQUIRIES
APPLICATIONS**

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NOTE

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CLOSING DATE

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Dr. CK Kruse Tel No: (031) 260 4292
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 (Current) and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. 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 It is the shortlisted candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the date of the interview. Failure to comply will result in the application not being considered will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
17 August 2022

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
- CLOSING DATE** : 19 August 2022 at 16h00
- NOTE** : The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. Applications must be accompanied by a Comprehensive Curriculum Vitae and a fully completed New Z83 form ONLY which is obtainable from all Government Departments or Government Websites. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)” then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. All shortlisted candidates for posts of SMS 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 Office of the Premier. Following the interview and technical exercise, the selection panel will recommend SMS 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 candidates must be willing to sign an oath of secrecy with the organization and is also expected to sign a performance agreement. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting). The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek

reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Copies of qualifications, Identity document and drivers license (where appropriate). The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za.

MANAGEMENT ECHELON

- POST 28/174** : **CHIEF DIRECTOR: INTERGRATED PLANNING AND GROWTH STRATEGY DEVELOPMENT COORDINATION REF NO: OTP: 09 / 22 / 01 (X1 POST)**
 Chief Directorate: Integrated Planning and Growth Strategy Development Coordination
- SALARY CENTRE REQUIREMENTS** : R1 269 951 – R1 518 396 per annum (Level 14), (all-inclusive package)
 : Polokwane (Head Office)
 : An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Provide leadership and high-level strategic direction in the Chief Directorate. Coordinate integrated planning instruments, systems and anti-poverty strategy initiatives through the District Development Model approach. Coordinate Provincial Spatial Planning. Coordinate the implementation of the Limpopo Development Plan. Coordinate the development and implementation of Infrastructure Planning and Project Management Initiatives. Interpretation and Implementation of branch strategy. Develop policies, design planning frameworks and guidelines to operationalize strategy. Manage functions of directors and component (ensure resources are available, financial management etc.). Develop performance/ standards/ policies/ Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 /6665 / 6027/6293 respectively.
- POST 28/175** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 09 / 22 / 02 (X1 POST)**
 Directorate: Organisational Development Coordination
 Re-advertisement (those who have applied previously are encouraged to re-apply).
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
 : Polokwane (Head Office)
 : An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Manage, Coordinate, Monitor and Evaluate the implementation of Organisational Work-study. Manage, Coordinate, Monitor and Evaluate Organization and Work-study services within the Provincial Administration. Coordinate Monitor & Evaluate and Job Evaluation within the Provincial Administration. Provide advice on the alignment of Departmental structures with strategic plan and allocated budget. Manage Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/176** : **DIRECTOR: INTEGRITY, SECURITY AND VETTING SERVICES REF NO: OTP: 09 / 22 / 03 (X1 POST)**
 Directorate: Integrity, Security and Vetting Services
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
 : Polokwane (Head Office)
 : An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at

- middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Provide strategic direction in respect of policy development within Provincial Administration. Coordinate, monitor and evaluate anti-corruption Programmes within the Provincial Departments. Monitor the implementation of the whistle blowing mechanism and manage the development of information management systems. Coordinate information security and vetting services. Coordinate physical and technical security. Manage projects. Ensure the achievement of operational targets. Manage others and projects ensuring that they contribute towards achievement of dept goals. Develop Guidelines/ Practices/ Frameworks/ Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/177** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT SERVICES REF NO: OTP: 09 / 22 / 04 (X1 POST)**
Directorate: Human Resource Management Services
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Oversee the rendering of Recruitment and Selection. Oversee the rendering of Conditions of Services. Oversee the Organisational Development advisory services. Oversee the development of Human Resource Planning, Information & Systems. Provide Strategic direction in respect of Policy development within the Office. Manage Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/178** : **DIRECTOR: STRATEGIC MANAGEMENT SERVICES REF NO: OTP: 09 / 22 / 05 (X1 POST)**
Directorate: Strategic Management Services
- SALARY CENTRE REQUIREMENTS** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (5) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Ensure synchronized strategic management processes in line with applicable guidelines and government planning frameworks. Ensure implementation of national and provincial policies, strategies, guidelines, directives and procedures. Ensure development of monitoring and evaluation mechanisms that will improve service delivery. Collaborate with other government departments, external and internal stakeholders. Ensure provision and coordination of service delivery improvement Programmes. Manage Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/179** : **DIRECTOR: PROTOCOL AND EVENTS MANAGEMENT SERVICES REF NO: OTP: 09 / 22 / 06 (X1 POST)**
Directorate: Protocol and Events Management Services
- SALARY CENTRE** : R1 073 187 – R1 264 176 per annum (Level 13), (all-inclusive package)
: Polokwane (Head Office)

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by the South African Qualification Authority (SAQA). Five (05) years' experience at middle/senior managerial level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be required to: Manage Events. Manage the official Order of Precedence. Manage International Visits. Manage corporate gifts and flag banks. Conduct Training. Manage Projects. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of dept goals. Develop Guidelines / Practices / Frameworks / Monitoring and Evaluation.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 /6665 / 6027/ 6293 respectively.

OTHER POSTS

- POST 28/180** : **DEPUTY DIRECTOR: MARKETING AND ADVERTISING REF NO: OTP: 09 / 22 / 07 (X1 POST)**
Directorate: Corporate Communication Services

- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF Level 6) as recognized by the South African Qualifications Authority (SAQA). Five (5) years' experience in Communication Services of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : Monitor the implementation and compliance of the Corporate Identity Manual by departments. Monitor the implementation of Marketing and Branding plans. Monitor and facilitate the implementation of exhibitions by departments. Monitor and management of the Website Content.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.

- POST 28/181** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT COORDINATION REF NO: OTP: 09 / 22 / 08 (X1 POST)**
Directorate: Organisational Development Coordination

- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Organisational Development of which three (3) years must be at a Junior Management or Assistant Director level. Qualification in Management Services, Operations, Production Management or Industrial and Organisational Psychology will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : Coordinate, monitor and evaluate the implementation of Job Evaluation for SMS (13 - 16) and level 1-12 posts. Coordinate, monitor and evaluate Provincial Organisation Development activities. Coordinate the development and implementation of Organisation Development and Job Evaluation polices. Coordinate the development and implementation of Business Processes.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 /6665 / 6027/6293 respectively.

- POST 28/182** : **DEPUTY DIRECTOR: LABOUR RELATIONS COORDINATION REF NO: OTP: 09 / 22 / 09 (X2 POSTS)**
Directorate: Labour Relations Coordination

- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Labour Relations of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate the implementation of collective agreements, Council and Chamber Resolutions in the Provincial Administration. Coordinate and represent the employer in collective bargaining

- and Labour Relations Consultative Forums. Coordinate public service industrial action in the Provincial Administration. Coordinate capacity building on the Grievance rules and Disciplinary Code and Procedure in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 /6665 / 6027/6293 respectively.
- POST 28/183** : **DEPUTY DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP: 09 / 22 / 10 (X1 POST)**
Directorate: Limpopo Youth Development
- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Youth Development of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage the coordination of Youth Development, Projects and Programmes. Coordinate and monitor the development and conducting of research and policies. Manage, promote and support projects and Programmes. Develop and maintain good relations within the Departments and all Stakeholders.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/184** : **DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT AND RESEARCH REF NO: OTP: 09 / 22 / 11 (X2 POSTS)**
Directorate: Human Capital Investment and Research
- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Human Resource Development/Management or Training of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage the coordination and implementation of the Limpopo Human Capital Investment Strategy. Manage the coordination of skills development initiatives and partnerships in the province. Manage the sectors and coordinate meetings and workshops. Manage the coordination of SETA's and Institutions of Higher Learning and Industries.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/6293 respectively.
- POST 28/185** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO.: OTP: 09 / 22 / 12 (X1 POST)**
Chief Directorate: Provincial HRD Strategy and Policy
- SALARY CENTRE REQUIREMENTS** : R882 042 - R1 038 999 per annum (Level 12), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Performance Management of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Provide direction and support on the implementation of Performance Management and Development System in all Provincial Departments. Develop and coordinate Provincial Performance Management policies and procedures. Monitor compliance to strategic plans and management plans as they relate to Performance Management by all Provincial Departments. Conduct quality assurance oversight on the Performance instruments (PIS), progress review discussion (PRDS), annual assessment (AAS) report of Senior Management Services (SMS) and lower levels. Analyze Performance assessment of SMS members and lower levels.

- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/6293 respectively.
- POST 28/186** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: OTP: 09 / 22 / 13 (X1 POST)**
Directorate: Human Resource Management Services
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Organisational Development of which three (3) years must be at a Junior Management or Assistant Director level. Qualification in Management Services, Operations, Production Management or Industrial and Organisational Psychology will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage the designing of the functional and Organisational staff establishment structure. Manage the development of procedure manuals and re-engineering processes. Manage the job evaluation processes. Manage office space analysis.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 287 6441 / 6665 / 6027/6293 respectively.
- POST 28/187** : **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: OTP: 09 / 22 / 14 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in ICT environment of which three (3) years must be at a Junior Management or Assistant Director level. Server / Data Centre Administrator certification, Network certification for Network Engineers, ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage compliance with ICT Infrastructure and Internal controls. Manage the Development and Maintenance of the ICT Infrastructure. Manage the Network Environment. Develop and maintain contracts, policies and framework.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/188** : **DEPUTY DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: OTP: 09 / 22 / 15 (X1 POST)**
Directorate: Office of the Director General
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Office Administration of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Provide administrative support to the Director General. Provide secretariat support to the Director General.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/189** : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: OTP: 09 / 22 / 16 (X1 POST)**
Directorate: Strategic Management Services
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Service Delivery Improvement of which three (3) years

- must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage and coordinate the development and implementation of service delivery standards. Manage and coordinate the development and implementation of service delivery improvement plans. Manage and coordinate relevant special Programmes.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/190** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: OTP: 09 / 22 / 17 (X1 POST)**
Directorate: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R744 255 – R876 705 per annum (Level 11), (all-inclusive package)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Five (5) years' experience in Labour Relations of which three (3) years must be at a Junior Management or Assistant Director level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate, advise, monitor, support and evaluate implementation of Grievance rules, disciplinary code and procedure, dispute resolution procedure, councils and chambers resolutions in the Provincial administration. Handle and facilitate grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier. Coordinate, monitor and evaluate the implementation of collective agreements in the Provincial Administration. Coordinate, manage and monitor Public Service industrial action in the Provincial Administration. Coordinate, manage, facilitate and represent the employer in collective bargaining and Labour Relations consultative forums. Coordinate, monitor, facilitate and evaluate capacity building on Grievances rules and disciplinary code and procedure in the Provincial Administration.
- ENQUIRIES** : should be directed to: Mesdames Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 287 6441 / 6665 / 6027/ 6293 respectively.
- POST 28/191** : **ASSISTANT DIRECTOR: PUBLIC SECTOR HRD PROGRAMMES REF NO: OTP 09/22/18 (X1 POST)**
Directorate: Public Sector HRD Programmes
- SALARY CENTRE REQUIREMENTS** : R477 090 – R561 981 per annum (Level 10)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. A minimum of three (3) years' experience in Human Resource Development or Training at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate and monitor the development and implementation of Provincial Work Skills plans. Coordinate all sectors in the implementation of training plans. Coordinate and monitor the implementation of skills Programmes.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/192** : **ASSISTANT DIRECTOR: ASSETS & DISPOSAL PROGRAMMES – REF. NO.: OTP 09/22/19 (1XPOST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Financial Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage assets and asset register. Reconcile asset register with BAS. Facilitate the disposal of assets.

- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/193** : **ASSISTANT DIRECTOR: ACCOUNTS REF NO: OTP 09/22/20 (X1 POST)**
Directorate: Financial Management and Accounting Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Financial Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Conduct compliance management (planning, execution and reporting). Liaison with Provincial Treasury, Internal Auditors, Office of the Auditor-General and other stakeholders (Execution & Reporting).
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/194** : **ASSISTANT DIRECTOR: LIMPOPO YOUTH DEVELOPMENT REF NO: OTP 09/22/21 (X1 POST)**
Directorate: Limpopo Youth Development Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Youth Development at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Monitor youth development projects and Programmes. Initiate and implement youth development Programmes and projects. Advocate Programmes on youth development Programmes. Coordinate the development and conducting of research and policies.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/195** : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: OTP 09/22/22 (X2 POSTS)**
Directorate: Human Resource Management Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Human Resource Management at a Supervisory level. Experience in the relevant field will be an added advantage. PERSAL literate. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Monitor Recruitment and Selection process of Personnel. Administer and Monitor Ethics and e-Disclosure system. Monitor the Establishment and updating of PERSAL. Monitor Transfers, Secondments and Translations.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/196** : **SYSTEMS ANALYST REF NO: OTP 09/22/23 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in an ICT environment at a Supervisory level. ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Determine Applications Requirements. Monitor developments and maintenance of all IT Applications

- systems. Coordinate Systems Development projects. Provide support on IT application systems and user support
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/197** : **BUSINESS ANALYST REF NO: OTP 09/22/24 (X1 POST)**
Directorate: Department Government Information Technology Office (DGITO)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in an ICT environment at a Supervisory level. ITIL Certificate or COBIT certificates in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Conduct Business Analysis Planning and Monitoring. Determining business requirements from stakeholders. Confirm and verify business requirements from stakeholder. Conduct Enterprise Analysis. Conduct Requirements Analysis. Assess and validate business solutions.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/198** : **ASSISTANT DIRECTOR: HR RECORDS REF NO: OTP 09/22/25 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Records Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage Human Resources Records. Monitor and maintain the file plan. Implement systematic disposal programme. Manage messenger services.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at telephone numbers 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/199** : **ASSISTANT DIRECTOR: GENERAL RECORDS REF NO: OTP 09/22/26 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Records Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Monitor safekeeping of general records. Monitor and maintain file plan. Monitor receipt and dispatch of departmental records. Monitor the implementation systematic disposal of program. Monitor the driver and messenger services.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/200** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: OTP 09/22/27 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Information and Knowledge Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Institutionalize Knowledge Management to ensure coordinated implementation and practices. Establish

- Knowledge Management processes, practices and platforms to improve knowledge collaboration, sharing and use. Expand the Knowledge Management related ICT infrastructure to support Knowledge Management processes. Foster / Promote and stimulate innovation.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/201** : **ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING MANAGEMENT REF NO: OTP 09/22/28 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Infrastructure Management at a Supervisory level. Experience in the relevant field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Manage infrastructure planning and development. Manage the provision of Office buildings and furniture. Manage boardrooms and provision of utensils and kitchenware. Monitor the allocation of parking bays
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/202** : **ASSISTANT DIRECTOR: ICT RISK REF NO: OTP 09/22/29 (X1 POST)**
Directorate: Organisational Risk, Integrity and Security Management
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Risk Management/Auditing/ IT Audit and possession of ISO 27001 and ITIL or COBIT 5 certificate will be an added advantage. Three (3) years' experience in an ICT environment at a Supervisory level. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Facilitate and advice on ICT risk identification and assessment process. Monitor development and implementation of ICT Governance, Processes and Procedures. Monitor and review compliances with risk management strategies and practices. Conduct Education and awareness campaigns through workshops and one on one interviews and provide advice to the ICT Steering Committee on issues relating to ICT Risks and Security. Provide Secretariat Services to the Risk Management Committee (RMC) and ensure that the RMC fulfils its mandates as outlined in the charter.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/203** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: OTP 09/22/30 (X1 POST)**
Directorate: Strategic Management Services
- SALARY CENTRE REQUIREMENTS** : R382 235 – R450 255 per annum (Level 09)
: Polokwane (Head Office)
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three (3) years' experience in Strategic Planning at a Supervisory level. Relevant experience in the field will be an added advantage. A valid driver's license except for people with disability.
- DUTIES** : The successful candidate will be responsible to: Coordinate annual performance planning. Coordinate evaluation of performance for improvement purposes. Coordinate implementation of evaluation plan of the office. Coordinate Office of the Premier accountability reports to all relevant stakeholders.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.

<u>POST 28/204</u>	:	<u>CHIEF PHOTOGRAPHER REF NO: OTP 09/22/31 (X1 POST)</u> Directorate: Corporate Communication Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08) Polokwane (Head Office) An undergraduate qualification (NQF level 6) as recognised by SAQA. Two (2) years' experience in photographic services. Relevant experience in Media / Journalism will be added advantage. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	The successful candidate will be responsible to: Undertake Photographic Assignments. Provide Photographic Services during events. Plan new projects and maintain internal mass media channels.
<u>ENQUIRIES</u>	:	should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
<u>POST 28/205</u>	:	<u>ADMINISTRATIVE OFFICER: SIGN LANGUAGE INTERPRETER REF NO: OTP 09/22/32 (X1 POST)</u> Directorate: Special Programmes
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08) Polokwane (Head Office) An undergraduate qualification (NQF level 6) as recognised by SAQA. Certificate in South African Sign Language (SASL). Two (2) years' experience in South African Sign Language interpreting and working with deaf people. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	The successful candidate will be responsible to: Coordinate the mainstreaming of disability Programmes. Provide SA sign language services. Monitor the implementation of SA sign language services. Coordinate advocacy Programmes. Provide administrative services.
<u>ENQUIRIES</u>	:	should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
<u>POST 28/206</u>	:	<u>NETWORK CONTROLLER REF NO: OTP 09/22/33 (X2 POSTS)</u> Directorate: Department Government Information Technology Office (DGITO)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 – R378 765 per annum (Level 08) Polokwane (Head Office) An undergraduate qualification (NQF level 6) as recognised by SAQA. Two (2) years' experience in an ICT environment. Server / Data Centre Administrator certification, Network certification for Network Engineers, ITIL Certificate in ICT Governance will be an added advantage. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	The successful candidate will be responsible to: Determine network requirements. Provide LAN, WAN and desktop services. Monitor the network environment.
<u>ENQUIRIES</u>	:	should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
<u>POST 28/207</u>	:	<u>ADMIN OFFICER: HR RECORDS REF NO: OTP 09/22/34 (X1 POST)</u> Directorate: Records and Facilities Management Services (Work Environment)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 – R 307 890 per annum (Level 07) Polokwane (Head Office) An undergraduate qualification (NQF level 6) as recognised by SAQA. At least two (2) years' experience in Records Management. A valid driver's license except for people with disability.
<u>DUTIES</u>	:	The successful candidate will be responsible to: Administer HR Records. Administer file plan and verify. Administer the implementation of systematic disposal program.
<u>ENQUIRIES</u>	:	should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
<u>POST 28/208</u>	:	<u>SUPERVISOR: CLEANING SERVICES - REF NO: OTP 09/22/35 (1XPOST)</u> Directorate: Records and Facilities Management Services (Work Environment)
<u>SALARY CENTRE</u>	:	R147 459 – R173 706 per annum (Level 04) Polokwane (Head Office)

- REQUIREMENTS** : NQF level 3 (Grade 10). No experience required.
- DUTIES** : The successful candidate will be responsible to: Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning machines and equipment. Make a requisition and issue cleaning material.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/209** : **HANDYMAN REF NO: OTP 09/22/36 (X1 POST)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY** : R124 434 – R146 577 per annum (Level 03)
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : NQF level 3 (Grade 10). Trade Test Certificate will be an added advantage. No experience required.
- DUTIES** : The successful candidate will be responsible to: Maintenance of office buildings. Maintenance of office equipment.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.
- POST 28/210** : **CLEANE- REF NO: OTP 09/22/37 (X4 POSTS)**
Directorate: Records and Facilities Management Services (Work Environment)
- SALARY** : R104 073 – R122 592 per annum (Level 02)
- CENTRE** : Polokwane (Head Office)
- REQUIREMENTS** : NQF level 1 or 2 (Grade 8 or 9). No experience required.
- DUTIES** : The successful candidate will be responsible to: Provide cleaning services (cleaning offices, restrooms, corridors, elevators and passages). Keep and maintain cleaning materials and equipment.
- ENQUIRIES** : should be directed to Mesdames: Mgbo PM / Mokgalaka S / Moyaba ME / Kekana PL at Tel No: 015 - 287 6441 / 6665 / 6027 / 6293 respectively.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Recruitment
- CLOSING DATE** : 18 August 2022
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV ONLY. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:

MANAGEMENT ECHELON

- POST 28/211** : **CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT REF NO: T3/078**
- SALARY** : R1 269 951 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : A Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA or post graduate in Management as well as 5 to 8 years experience as a Senior Manager. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of physical resources and facilities management. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his

- own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
- DUTIES** : Manage the infrastructure portfolio of the Department. Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of physical resource- and facilities management services in the Province. Manage the forming of strategic partnerships with relevant stakeholders. Develop and manage strategies, policies, systems, norms/standards and plans related to the provision of physical resources and associated equipment. Manage the delivery and maintenance of the entire infrastructure program for the department. Manage the budget allocated for infrastructure construction and procurement of goods & services. Facilitate the development, implementation, monitoring and evaluation of physical resource programmes. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality. Empower staff within the component through coaching, development and skills transfer. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Provide strategic leadership and guidance.
- ENQUIRIES** : Ms LH Moyane Tel No: (013) 766 5520
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- POST 28/212** : **DIRECTOR: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT REF NO: T3/079**
- SALARY** : R1 073 187 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Mbombela
- REQUIREMENTS** : Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. Five (5) years' experience as a middle manager. Computer literate. Good verbal and written communication skills. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.
- DUTIES** : Develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage people. Manage finances including the preparation of financial and performance reports for infrastructure delivery. Contribute to the strategic direction of the Department. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.
- ENQUIRIES** : Ms LH Moyane Tel No: (013) 766 5520
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security

clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 28/213 : **CHIEF ENGINEER GRADE A (CIVIL): PROJECTS IMPLEMENTATION REF NO: T3/080**

SALARY : R997 272 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE REQUIREMENTS : Head Office, Mbombela
Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Six years' relevant post-qualification (after completing qualification) experience. Research and technical report writing skills. Programme and project management skills. Computer literate. Valid Drivers license.

DUTIES : Manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Ms LH Moyane Tel No: (013) 766 5520

POST 28/214 : **CHIEF ENGINEER GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING REF NO: T3/081**

SALARY : R997 272 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE REQUIREMENTS : Head Office, Mbombela
Degree in Engineering. Registered as a Professional Engineer with ECSA. Six years' relevant post-qualification (after completing qualification) experience. Research and technical report writing skills. Programme and project management skills. Computer literate. Valid Drivers license.

DUTIES : Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Manage people. Undertake research.

ENQUIRIES : Ms LH Moyane Tel No: (013) 766 5520

POST 28/215 : **ENGINEER PRODUCTION GRADE A (CIVIL): PROJECTS MAINTENANCE REF NO: T3/082**

SALARY : R728 829 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE : Head Office, Mbombela

- REQUIREMENTS** : Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].
- ENQUIRIES** : Ms LH Moyane Tel No: (013) 766 5520
- POST 28/216** : **TOWN AND REGIONAL PLANNER GRADE A: INFRASTRUCTURE PLANNING REF NO: T3/083**
- SALARY** : R591 705 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
Degree in Town and Regional Planning. Registered as a Professional Town and Regional Planner with SACPLAN. Three years' relevant post-qualification (after completing qualification) experience. Computer literacy. Valid Drivers' Licence.
- DUTIES** : Assist to manage town planning as part of infrastructure planning. Undertake town planning analyses to develop and maintain a physical resources planning framework. Undertake spatial modelling for infrastructure planning. Review utilisation of facilities from a town planning perspective, undertake cost benefit analysis and make inputs to the preparation of the User Asset Management Plan. Undertake research.
- ENQUIRIES** : Ms LH Moyane Tel No: (013) 766 5520
- POST 28/217** : **WORKS INSPECTOR: WORKS INSPECTIONS REF NO: T3/084**
- SALARY** : R211 713 per annum
- CENTRE REQUIREMENTS** : Head Office, Mbombela
National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
- DUTIES** : Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.
- ENQUIRIES** : Ms LH Moyane Tel No: (013) 766 5520

DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

- CLOSING DATE** : 16 August 2022. N.B. Applicants are advised to apply as early as possible to avoid disappointments.
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should

be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za ONLY Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

OTHER POSTS

<u>POST 28/218</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MPDOH/JULY/22/43</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in Finance with at least 3 to 5 years' relevant experience of which three (3) years must be at supervisory level (ASD) in financial / accounting management. Full knowledge of management and performance on the transversal system used in Government. Excellent in computer skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Valid driver's license. Analytical skills.
<u>DUTIES</u>	:	Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff and undertake human resource and other related administrative functions and ensure sound financial management is provided

		all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 28/219</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/JULY/22/44 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R571 242 – R662 223 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Amajuba Memorial Hospital and Bethal Hospital (Gert Sibande District) Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of eight (8) years appropriate / recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 28/220</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/JULY/22/46</u> (Replacement)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Matibidi Hospital (Ehlanzeni District) Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Paediatric Unit. Ensure effective and efficient

management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 28/221 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU REF NO: MPDOH/JULY/22/47**
(Replacement)

SALARY : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).

CENTRE REQUIREMENTS : Mapulaneng Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in ICU Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES ; Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in ICU Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 28/222 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/JULY/22/48**
(Replacement)

SALARY : R388 974 – R450 939 per annum (Depending of years of experience in terms of OSD).

<u>CENTRE REQUIREMENTS</u>	:	Mapulaneng Hospital (Ehlanzeni District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 28/223</u>	:	<u>CLINICAL NURSE PRACTITIONER (PN-B1) GRADE 1: PHC REF NO: MPDOH/JULY/22/50 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Balfour CHC (Gert Sibande District) and Nokaneng CHC (Nkangala District)
	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022) plus a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty, (Diploma in PHC). Current registration with the SANC as a Professional Nurse. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and

		expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 28/224</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/JULY/22/51 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Piet Retief Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advance Midwifery Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Midwifery and Neonatal Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>POST 28/225</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY AND NEONATOLOGY REF NO: MPDOH/JULY/22/52 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advance Midwifery and Neonatology Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Midwifery and Neonatal Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 28/226** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA AND EMERGENCY**
REF NO: MPDOH/JULY/22/53
(Replacements)
- SALARY** : R388 974 – R450 939 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Witbank Hospital (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Trauma and Emergency Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Trauma and Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.

POST 28/227 : **SENIOR ADMINISTRATIVE OFFICER: CONDOM WAREHOUSE REF NO: MPDOH/JULY/22/54**

SALARY : R321 543 per annum, (plus service benefits)
CENTRE : Nkangala District Office, Emalahleni
REQUIREMENTS : Senior Certificate / Grade 12 plus six (06) years relevant experience or Diploma / Degree in Finance / Accounting / Auditing / Administration / Public Management plus three (03) years relevant experience. Knowledge in Government Financial Accounting. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's license.

DUTIES : Co-ordinate condom distribution in the district. Ensure availability and accessibility of condoms in primary and secondary sites. Monitor proper storage and quality of condoms. Develop strategies to market and increase condom usage. Prepare and consolidate reports of condom distribution in the district. Ordering of condoms, maintenance and supply primary distribution sites. Writing of monthly, quarterly and annual reports. Ensure establishment and maintenance of primary and secondary sites.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 28/228 : **PROFESSIONAL NURSE GRADE 2 (PN-A3) REF NO: MPDOH/JULY/22/55**
(Replacement)

SALARY : R320 703 – R368 307 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Mmamethlake CHC (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Recommendation ability to function independently and prioritize work. Must have the following skills: good interpersonal skills, planning and organizational skills, good supervisory skills teaching skills and computer literacy.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient

		needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 28/229</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/JULY/22/56</u> (Replacement)
<u>SALARY</u>	:	R211 509 – R238 260 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Sead CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 August 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 28/230** : **LECTURER: VITICULTURE AND OENOLOGY (ELSENBURG) REF NO: AGR 41/2022**

- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year BSc degree or higher qualification in Viticulture and Oenology; A minimum of 3 years appropriate experience; A valid driving license (Code B or higher). Recommendation: Winemaking experience. Competencies: Proven knowledge of Viticulture production practices; Skills in the following: Written and verbal communication; Proven computer literacy; Leadership, planning and organising; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Student consultation and support; Keep abreast of applicable prescripts, policies, procedure, technologies and new developments in the subject field; Managing of the vineyards and vineyards team; Non-curricular activities.

- ENQUIRIES** : Mr L Conradie at Tel No: (021) 808 7701

- POST 28/231** : **ADMINISTRATION CLERK: ANIMAL HEALTH (WORCESTER) REF NO: AGR 40/2022**

- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant administrative experience; Proven computer literacy; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport may also apply. Competencies: A good understanding of the application of relevant legislation; Relevant systems; Skills needed: Office administration; Organisational and planning; Written and verbal communication; Interpersonal relations; Ability to handle routine tasks.
- DUTIES** : Coordinate and process financial matters; Handling and controlling petty cash; Provide logistical administration support; Administrative handling of all logistical aspects and required procedures; Provide office services; Handling of telephone enquiries.

- ENQUIRIES** : Dr A Pepler at Tel No: (021) 808 5052

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 August 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 28/232 : **SCHOOL SPORT COORDINATOR REF NO: CAS 41/2021 R1**
(3-Year Contract Position)
The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY : R176 310 per annum (Level 05), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Jukskei, Kgati, Kho – kho and/or Morabaraba; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School sport indigenous games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.

DUTIES : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

ENQUIRIES : Mr C Meyer at Tel No: (021) 483 9530/9658

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 15 August 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 28/233 : **ADMINISTRATIVE OFFICER: WESTERN CAPE PROVINCIAL POLICE OMBUDSMAN REF NO: CS 23/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have

reasonable access to transport may also apply. Competencies: Knowledge of the following: Logis and procurement processes; Legislative and regulatory requirements, policies and standards; Role of civilian oversight structures; Developmental issues facing societies; Group dynamics and diversity; Social make up of communities; Standing orders of the South African Police Services; National and Provincial policing instructions; Information systems; Skills needed: Formulation and report writing; Interpersonal relations; Written and verbal communication; Flexibility; Planning and organising; Ability to work independently and as part of a team.

DUTIES : Provide administrative support; Training administration; Provide a secretarial or reception service; Manage all meetings of the office; Procurement and finance; Obtain quotations for all goods and services required; Perform adhoc activities

ENQUIRIES : Ms G Isaacs at Tel No: (021) 483 0669

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 15 August 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/234 : **ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 23/2021 R1**

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY : R382 245 per annum (Level 09)

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Economics/Business/Project management or related field; A minimum of 3 years experience in Enterprise or SMME (Small, Medium and Micro-Enterprise) related environments. Recommendation: A postgraduate qualification; A valid driving licence (Code B or higher) NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Sector Procurement as a tool for SMME development (access to markets); Government processes and procedures; Business development support measures; Project management; Excellent written and verbal skills; Computer Literacy; Communication skills (written and verbal); Problem solving; Network and business linkages; Impact and influence.

DUTIES : Provide support in the following areas: Building and strengthening partnerships to provide businesses development support services; Initiatives to enable small business access to non-financial and financial support; Implementation of initiatives to provide opportunities (e.g. access to markets) for small businesses; Implementation of initiatives to enhance entrepreneurship within the region; Initiatives to identify specific gaps and/or blockages and refer to relevant components; Support the development of initiatives to improve the enabling environment for businesses through government interaction; Implementation of business innovation strategies and policies.

ENQUIRIES : Mr D Damons at Tel No: (021) 483 4934

POST 28/235 : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL)**
REF NO: DEDAT 10/2022 (X2 POSTS)

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year experience in a financial accounting environment. Recommendation: Tertiary qualification in Internal Auditing or Accounting. Competencies: Knowledge in the following: National Treasury Regulations; Provincial Treasury Instructions); Accounting standards; Communication (written and verbal) skills; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

DUTIES : Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system.

ENQUIRIES : Mrs B Mott at Tel No: (021) 483 9088

POST 28/236 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 06/2021 R2**

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY : R321 543 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or higher qualification) with Accounting or Economics as majors; A minimum of 3 years relevant experience in a financial management or similar environment. Recommendation: Experience in the following: Managing cash flows/expenditure; Budgeting/allocation of resources. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Acts, National Treasury regulations, Provincial Treasury Directives, etc.); Medium Term Expenditure Framework budget process and procedures; Adjustments estimate process and procedures; Financial Management Systems (BAS) and its structures; Appropriation accounts; Complex submissions; Proven computer literacy (MS Office); Written and verbal communication skills; Ability to function under pressure; Sound organising and planning skills.

DUTIES : Assist in the following: Co-ordination of the budgeting and planning portfolio; Management of the revenue and expenditure portfolio; Co-ordination of the reporting portfolio; Participate in committees/forums/working groups.

ENQUIRIES : Mr R Le Breton at Tel No: (021) 483 9158 / Ms H Matakane at (021) 483 9153

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 28/237 : **FACILITY MANAGER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Du Noon CHC (X1 Post)
Vanguard (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year Diploma/ Degree in a health-related field. Experience: Appropriate experience in a managerial position in an NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies

		(knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.
<u>DUTIES</u>	:	General Operational management of a Community Health Centre, related services in the geographical area and implementation of the prescribed package of services. Strategic planning, operational planning and implementation thereof. Responsible for external governance including community-orientated primary care. Sound financial, Supply Chain Management and People Management. Quality management and quality assurance programmes to enhance the quality of care. Health Support and strategy including information management, pharmacy and laboratory services
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Appolis Tel No: (021) 202-0883/933
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	15 August 2022
<u>POST 28/238</u>	:	<u>DEPUTY DIRECTOR: PEOPLE AND FACILITY MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: -Appropriate National Diploma/Degree in management or a related field. Experience: -Extensive appropriate middle management experience in either People Management, Hospital Administration or Management, Support Services or Facility Management in a health care or related industry. -Appropriate extensive supervisory experience. -Proven track record in managing their own outputs to deliver projects and tasks in time and within budget. Inherent requirement of the job: -Valid Driver's licence Code B/EB. Competencies (knowledge/skills): -High level of computer literacy (Microsoft Office package). -Ability to lead, innovate and drive change through the use of strong interpersonal skills, planning ability, strategy development, systems thinking and the use of quality improvement frameworks. -Ability to analyse and use data for problem-solving and decision-making, preparing reports and information for a broad range of internal and external stakeholders. -Exceptional knowledge in the implementation of policies, procedures and practices with a sound understanding of the legal, compliance and governance frameworks applicable to People Management, Support Services and Facility Management.
<u>DUTIES</u>	:	Ensure effective and efficient management of all aspects of People Management, including People Development and Labour Relations. -Strategic, operational and financial management of all Support Services including Waste Management, Linen, Transport, Porters, Telecommunications, Residence and Outsourced Services (Catering, Cleaning, Security, Pest Control and Gardening Services). -Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects. - Provide strategic management and leadership as a member of the Executive Management and participate in executive management decision-making and planning and ensure effective stakeholder relationship management. - Demonstrate values-driven leadership in driving institutional strategic and operational priorities using a quality improvement approach. -Conduct Risk Assessments, lead risk identification processes and develop risk mitigation strategies and Disaster Management response plans in collaboration with stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JC Joemat Tel No: (021) 659- 5544
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates may be requested to undergo a practical and competency test.
<u>CLOSING DATE</u>	:	15 August 2022
<u>POST 28/239</u>	:	<u>ASSISTANT MANAGER: NURSING (GENERAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 242 (PNA-7) per annum
<u>CENTRE</u>	:	Karl Bremer 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 Registered Professional Nurse. Experience: A minimum of 8 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Registration with a professional council: Current 2022 Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability and willingness to work night duty which includes weekends, public holidays and overtime should the need arises. Ability to work under pressure, independently and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the clinical units and hospital on night duty, with conflict management, problem-solving and decision-making skills and ability. Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape. In-depth knowledge of nursing management in a hospital setting, hospital bed and flow management, Nursing and other health-related legislation, policies, National Health Insurance, sustainable development goals, Healthcare 2030, and Public Service Code of Conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop, establish, and maintain constructive working relationships with nursing and other stakeholders (i.e., inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Manage resources (human, financial and health technology).

ENQUIRIES : Mrs E Linden-Mars Tel No: (021) 918 1224

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 15 August 2022/

POST 28/240 : **OPERATIONAL MANAGER NURSING GRADE 1 (SURGERY)**

Chief Directorate: Metro Health Services

SALARY : R450 939 (PNA 5) per annum

CENTRE : Mitchells Plain 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 Registration with a Professional Council (SANC) as Registered Professional Nurse. Experience Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional nurse with SANC in General Nursing. Inherent requirements Ability and willingness to work shifts which include after hours' hospital cover including weekends, public holidays, and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem-solving and decision-making skills; ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In-depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core. Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Clinical governance - Provide leadership, supervision, and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical) Information management and utilization of information technology – data collection, Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit.

Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Mr R Geswindt Tel No: (021 377 - 4410)

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 15 August 2022/

POST 28/241 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE ADMINISTRATION)**
Directorate: People Management Planning and Practices

SALARY : R382 245 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/ Degree. Experience: Extensive people administration experience. Appropriate supervisory experience. Extensive PERSAL experience. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Sound knowledge of relevant governmental/departmental policies and legislation as well as people administration practices. Good managerial, strategic thinking and planning skills. Strong computer skills (proficiency in MS Office Package). Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Sound knowledge of employee relations practices and policies.

DUTIES : Responsible for the rendering of an efficient people administration service to Head Office components relating to appointments, secondments, transfers, probations, OSD matters, all termination types, allowances as well as leave administration. Administering and coordination of RWOEE and financial disclosures for Head Office, which include Engineering and Technical Support Services and Western Cape College of Nursing. Responsible for HR audit compliance for Head Office. Coordination of grievances, disputes and Arbitrations. Coordination of the Auditor General audit process for Head Office. Administering and coordination of transversal people administration services which include Long Service Award function, SMS employment contracts and general transversal matters. Rendering of advice with regard to transversal matters to institutions on people administration matters and policy. Rendering advice with regard to people administration practices to Head Office management. Facilitation and coordination of salaries and allowances on PERSAL. Ensuring maintenance of registers for conditions of service and salary administration as required by Internal Audit and the Auditor General. Management of staff. Willingness to act in higher posts, when required.

ENQUIRIES : Mr HC Herbert Tel No: (021) 483-4029 or V October Tel No: (021) 483-3360

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 15 August 2022/

POST 28/242 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R382 245 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong managerial and supervisory skills. Computer skills (MS Office, Excel and PowerPoint).

DUTIES : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource

Department. Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans. Manage sound Labour Relations and effective participation in IMLC and labour relations matters. Management and training of staff in the Human Resource Component. Compliance Monitoring Instrument (HR CMI), HR Audit Action Plant (HR AAP).

ENQUIRIES : Ms G Engelbrecht Tel No: (021) 503 5017
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 August 2022/

POST 28/243 : **ASSISTANT DIRECTOR: WELLNESS**
Directorate Service Priorities Coordination, Head Office

SALARY : R382 543 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Health Science or Social Science. Experience: Appropriate relevant experience in public health management/programme development, community or primary health care services and cross-sectoral partnership. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel throughout the province. Competencies (knowledge/skills): Project Management skills. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and indicators relevant to Wellness and Health programmes. Good understanding of the District Health System. Facilitation, writing, research, conceptualisation, statistical analysis and communication (written and verbal in at least two of the three official languages of the Western Cape) skills Computer literacy in Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint, Microsoft Teams) and online platforms. Creativity, self-motivation, assertiveness and ability to work independently and in a team. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume.

DUTIES : Manage and coordinate a high-burden and high-priority health programme. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Ensure the implementation of optimal Wellness and Health promotion policies and strategies in the province. Develop policies and guidelines in respect to planning, implementation and monitoring and evaluation of a provincial Wellness programme. Produce quarterly reports and annual reviews of health programme. Participate as a key member of the Service Priorities coordination team as required to give effect to a health systems response. Render a logistical, administrative, and financial management function. Supervisory duties including the mentorship and empowerment of staff.

ENQUIRIES : Ms K Fortune Tel No: (021) 483-0887
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 August 2022/

POST 28/244 : **ASSISTANT DIRECTOR: HR AND FACILITY MANAGEMENT**
Chief Directorate: Overberg District

SALARY : R382 245 per annum
CENTRE : Swellendam and Agulhas Sub-district (Based at Swellendam Hospital)
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year tertiary qualification (i.e. degree or diploma). Experience: Appropriate managerial experience. Inherent Requirements: Valid driver's licence (Code B/EB) and willingness to travel within the district. Competencies (knowledge/skills): Excellent communication, conflict management, interpersonal and leadership skills. Sound and relevant knowledge regarding the Governmental or Departmental policies and legislation. Sound and relative knowledge of Human Resource policies and practices. Excellent written and verbal communication in at least two of the three official languages of the Western Cape.

DUTIES : Facilitate, coordinate and manage HR Planning, Recruitment and Selection, Human Resource Development and Administration and sound Labour Relations. Implement and maintain policy documents/circulars as well as the provision of training on aspects of conditions of service. Manage the Support Services of the hospital which comprise the following areas: Cleaning, Porter Services, Transport, Telecom Services, Security, Workshop, Food Services, Laundry and Linen Services. Administer and ensure that audit investigations and follow-up investigations as well as feedback on Auditor-General and ensure that enquiries and action plans are done timeously. Manage and coordinate the SPMS system and PILIR processes. Compile the Managerial Checklist and HR plan with the relevant role players.

ENQUIRIES : Dr JP du Toit Tel No: (028) 514-1142
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 August 2022/

POST 28/245 : **CASE MANAGER**
Chief Directorate: Rural Health Services

SALARY : R321 543 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: A health-related qualification (or equivalent) registerable with the Health Professionals Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Hospital Case Management and or a Managed health organisation with a revenue generation focus. Appropriate experience in ICD10 diagnostic and procedural code assignment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of using Uniform patient fees structures. Computer literacy (MS Word and Excel) including web-based Programmes (medical aids) Knowledge of Medical Aid Act 131 of 1998 and application of Prescribed Minimum Benefits (PMB) inclusive of Chronic disease list. Knowledge of RAF and other state departments. Proficiency in at least two of the three official languages of the Western Cape. Ability to analyse, prioritize, and solve problems, this includes implementing an improvement process. Strong sense of responsibility with good supervisory, interpersonal and communication skills. Knowledge of staff performance, and disciplinary processes.

DUTIES : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Supervision of staff and liaison with relevant role players in matters relating to Case management. Assist Hospital Management in the distribution of Quality Client Care. Compile statistical reports.

ENQUIRIES : Ms M Frieslaar Tel No: (021) 860 2591
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 August 2022/

POST 28/246 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R321 543 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Three-year appropriate Diploma /Degree qualification. Experience: Appropriate support Services experience. Appropriate supervisory experience. Appropriate maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies knowledge/skills: Good communication skills, both verbal and written, in at least two of the three official

languages of the Western Cape. Ability to draft and implement standard operating procedures. Ability to draft service-level agreements and contracts. Extensive knowledge in project management. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures. Computer skills (MS Office, Excel and Word). Working knowledge of support services management or facilities management. Knowledge of LOGIS.

DUTIES : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Mortuary, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.

ENQUIRIES : Mr Z Mtshatsheni Tel No: (021) 918 1335
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 August 2022

POST 28/247 : **FOOD SERVICES SUPERVISOR**
Central Karoo District

SALARY : R147 459 per annum
CENTRE : Nelspoort Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate Grade 9 or ABET Level 4. Experience: Appropriate Food Service Experience in an Industrial Food Services Unit, within a Hospital setting. Appropriate supervisory experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to work shifts (weekends and public holidays). Competencies (knowledge/skills): Sound communication (read, speak and write) and numerical skills in at least two of the three official languages of the Western Cape. Knowledge and skills with regards to the operational procedures in an Industrial Food Services Unit. Knowledge of WCHD Food Service Policy and monitoring process, hygiene, occupational health, HACCP and safety principles and the incumbent must be able to work according to rules and standards and meet deadlines. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV) Ability to effectively multi-task, function independently and under pressure.

DUTIES : Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of food. Implement, maintain and effectively supervise safety and security measures as well as hygiene and infection control. Implement and maintain an effective food services financial management system to ensure that food expenditure remains within the budget. HR relative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules and SPMS.

ENQUIRIES : Ms SC James Tel No: (023) 4161600
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 August 2022

POST 28/248 : **CLEANER**
(Central Karoo District)

SALARY : R104 073 per annum
CENTRE : Nelspoort Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills):

Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice.

- DUTIES** : (key result areas/outputs): General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food Services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to a general hygienic and safe environment in terms of standards and procedures.
- ENQUIRIES** : Mr Samuels Tel No: (023) 416-1600
- APPLICATIONS FOR ATTENTION** : The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
- NOTE** : Ms S Pienaar
- CLOSING DATE** : No payment of any kind is required when applying for this post.
15 August 2022

POST 28/249 : **FOOD SERVICES AID**

- SALARY** : R104 073 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Ability to work in large-scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

- DUTIES** : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage, and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery, and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

- ENQUIRIES** : Ms R Keyser Tel No: (021) 938-4135
- APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 15 August 2022

DEPARTMENT OF LOCAL GOVERNMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- CLOSING DATE** : 15 August 2022

- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 28/250 : **COMMUNITY DEVELOPMENT WORKER: BEAUFORT WEST MUNICIPAL AREA REF NO: LG 25/2021 R1**

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY : R211 713 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS :

Senior Certificate (Grade 12 or equivalent qualification); Minimum of 6 months experience in community development. Recommendation: Community Development Learnership Certificate; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Facilitating skills to public participation in policy making and service delivery; The following skills: Project organisation, interpersonal, report writing and reporting; Proven computer literacy (MS Office); Self-management and adherence to timelines; Written and verbal communication skills.

DUTIES : Inform and assist communities in Western Cape with access to services provided by government structures; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at Tel No: (021) 483 3039

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 15 August 2022

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/251 : **CHIEF GIS PROFESSIONAL: PROVINCIAL SPATIAL INFORMATION, REF NO. DOTP 49/2022**

SALARY : Grade A: R912 048 per annum, (all-inclusive salary package), (OSD as prescribed).

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 4-year B-Degree in GISc or relevant qualification; A minimum of 6 years post qualification GISc professional experience; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional; A valid driving licence (Code B or Higher). Recommendation: A Practical experience in the following: ArcGIS packages to support data and spatial analytics; Visualisation to support decision-making for informed service delivery; The development of norms and standards for the purpose of data governance; Stakeholder relations; Advocacy; Communities of best practices. Competencies: Knowledge of the following: GISc, legal, and operational compliance; GISc Implementation standards development; GISc applications and GISc operational communication; Spatial modelling design and analysis; Research and development; Strategic management information, policy analysis, monitoring and review and business intelligence; High performance

culture. Skills needed: Analytical; Interpretative; Problem solving; Decision making; Programme and project management; Team leadership; Strong interpersonal; Co-creation; Responsiveness; Planning; Organising; People management; Financial management; Excellent computer literacy in Microsoft Office package (Word, Excel, PowerPoint etc); Excellent communication (verbal and written) and Presentation.

DUTIES : Lead, develop and maintain an integrated spatial information system to support data and spatial analytics within the Provincial Data Office for informed service delivery and improved socio-economic outcomes; Develop, adopt, and maintain standards for GIS and data governance standards for integration into the data and information systems in WCG and with local authorities; Develop advanced data and spatial analytic capabilities linking to areas of spatial analysis, spatial modelling, spatial decision support and policy analysis; Co-create, coordinate, and facilitate initiatives on small geographical area statistics for policy decision-making; Facilitate advocacy and ensure capacity building on GIS as a decision-making support system in the province; Interacting within provincial, national and local stakeholders and partners such as Committee for spatial Information (CSI) on spatial data and information ensuring best data governance practices for spatial data.

ENQUIRIES : Mr J. Du Preez at Tel No: (021) 483 5079 or 082 883 6592

POST 28/252 : **POLICY ANALYST (CHIEF IT RISK OFFICER) REF NO: DOTP 47/2022**

SALARY : R744 255 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (B-Degree or higher) in Information Systems or Information Technology (IT); A minimum of 6 years relevant experience in IT Governance and/or IT Risk management of which 3 years must be on management level. Recommendation: ISACA Registration; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: IT Governance frameworks; IT Risk Management processes and methodologies; IT compliance processes; Digital transformation Strategies; Systems architecture (software, hardware and networks); Broad understanding of the IT landscape (viz. Application and Technology Infrastructure); Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc. Skills needed: Computer literacy in MS Office Products (Word, Excel, PowerPoint, SharePoint); Communication (written and verbal); Innovative problem solving; Analytical; Strategic thinking and planning; Sound presentation; Sound organising and planning; Sound interpersonal; Training. Abilities to: Understand business issues and have an overall integrative view of business; Compare risk and opportunity cost; Work independently and as part of a team.

DUTIES : Develop and/or maintain the following within the branch e-Innovation and/or departments: The IT Risk management strategy in line with the Enterprise Risk Management strategy and policy of the province; The IT process improvement and action plans related to IT risk processes. Facilitate the IT Risk management process within the Branch e-Innovation and departments; Improve the risk maturity within the branch e-Innovation and/or departments; Assist various process teams with the remediation or improvement of IT processes; Liaise with senior management on issues relating to risk and opportunity identification, risk mitigation, monitoring and evaluation; Report at respective management meetings on the progress of IT process and IT Risk improvement; Ensure risks associated with audit findings are identified and included in the risk register.

ENQUIRIES : Mr G. Mohamed at Tel No: (021) 483 4828

POST 28/253 : **CHIEF NETWORK TECHNOLOGIST: SECURITY AND COLLABORATION SERVICES (ACTIVE DIRECTORY) REF NO: DOTP 06/2022 R1**

SALARY : R382 245 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 5 years' experience in information technology; A valid driving license (Code B or higher). Competencies: Knowledge of the

following: Active Directory; Azure Active Directory; M365; Intune; AD Connect and Azure File Sync; Windows Server, DNS; DHCP; Certificate Management Services; Microsoft Solutions and services; How Networks are put together and operate. Skills needed: Planning and organising; Research; Project management; Decision making; Conflict management; Good customer service. Ability to analyse data and make decisions based on the outcomes of analysis.

DUTIES

: Manage, secure, and maintain Active Directory Servers and Identity; Manage Conditional access policies and remove risks blocked via SSRP and MFA policies; Perform software updates and patch management; Manage, maintain, and configure AD Connect servers, RDS Servers, KMS Servers, Bastian Hosts, Azure File Sync and File Servers; Maintain DNS, DHCP, Sites and Services, Group Policies and managing File shares.

ENQUIRIES

: Mr A. Coleman at Tel No: (021) 483 4178

PROVINCIAL TREASURY

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE

: 15 August 2022

NOTE

: Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 28/254

: **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: PT 14/2022**

SALARY

: R382 245 per annum (Level 09)

CENTRE

: Provincial Treasury, Western Cape Government

REQUIREMENTS

: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Commerce, Accounting, Economics, Financial Management, Data Science, Statistics, Informatics or Information Systems; A minimum of 3 years relevant supervisory experience in Information and Data (sets) management. A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Project Management. Competencies: Knowledge of the following: Information and Knowledge Management; Provincial and municipality budget and financial processes (financial acumen); Data Governance; Data analysis and visualization. Skills needed: Advanced Computer; Communication (written and verbal).

DUTIES

: Provide a data and information management support function to internal and external stakeholders with the view to budget preparation and support, including ensuring that comprehensive, high quality and up to date information is available; Design, develop, maintain (information) systems and monitor budget and performance databases for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets, and aggregate reports on the state of provincial finances; Design, Develop, Review, Compile and coordinate management reports in response to business user needs.; Assist with the implementation of Knowledge Management and Data Governance; Administer the main budget allocations to votes/departments; Build capacity among users to utilise Information Systems, databases, data models and data repositories.

ENQUIRIES

: Ms S. Le Roux at Tel No: (021) 483 3575

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 15 August 2022
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 28/255** : **STATE ACCOUNTANT: BUDGETING MONITORING AND REPORTING REF NO: DSD 41/2022**

- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Financial Accounting or related; A minimum of 3 years relevant experience in budgeting. Competencies: Knowledge and understanding of the following: Public Financial Management Act (PFMA), National Treasury Regulations (NTR), Provincial Treasury Regulations (OPTI), Division of Revenue Act (DORA), departmental instructions and delegations; Financial Management Systems (FMS) and Personnel and Salary Administration system (PERSAL); Departmental Strategic Plan; Delegations; Financial guides; Budget structure and budget manual; Report writing; Analytical problem solving; Leadership; Communication (written and verbal) skills; Computer Literacy; Numeric and mathematical skills.

- DUTIES** : Compile and manage the departmental budget and Mid Term Expenditure Framework (MTEF) processes and assist with the compilation of Financial Circulars and final MTEF budget; Manage the departments expenditure and revenue by monitoring expenditure against funds as well as cashflow; Evaluate and compile revenue budget for the department and reports thereof; HR administration and supervision of subordinates.

- ENQUIRIES** : Ms J Abercrombie at Tel No: (021) 483 3927

- POST 28/256** : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 39/2022 (X2 POSTS)**

- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; storage and retrieval procedures in terms of the working environment; Skills in the following: Proven computer literacy; Planning and organising; Communication (written and verbal).

- DUTIES** : Supervise the following: The reception and receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Opening and close files according to the record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Ensure and complete index cards for all files; Open and maintain franking machine register; Frank post, record money and update register on a daily basis; Do spot checks on post to ensure that no private post are included; Lock post in postbag for messengers to deliver to Post Office; Open & maintain remittance register; Record all valuable articles as prescribed in remittance register; Hand delivers and signs over remittances to finance; Send wrong remittances back to sender via registered post and record reference number in register; Keep record daily of amount of letters franked; Electronic scanning of files; Sort and package files

for archives and distribution; Compile list of documents to be archived and submit to the supervisor; Keep records for archived documents; Allocate and ensure quality of work; Personnel development; Assess staff performance; Apply discipline.

ENQUIRIES : Mr K Marthinus at Tel No; (021) 483 8833

POST 28/257 : **ADMINISTRATIVE OFFICER (FUNDING): COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 43/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1-year administrative experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills; budgeting, leadership, liaising and decision making; Written and verbal communication skills.

DUTIES : Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.

ENQUIRIES : Ms M Hindley at Tel No: (021) 483 5760

POST 28/258 : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY AND PARTNERSHIP DEVELOPMENT REF NO: DSD 42/2022 (X3 POSTS)**

SALARY : Grade 1: R220 923 - R256 113 per annum, (OSD as prescribed)
 Grade 2: R269 301 - R312 183 per annum, (OSD as prescribed)
 Grade 3: R328 101 - R438 945 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative

support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Mr L Arnolds at Tel No: (021) 483 6657

POST 28/259 : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS MANAGEMENT REF NO: DSD 40/2022**

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Department of Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment); Interpersonal relations. Skills in the following: Written and verbal communication; Proven computer literacy; Planning and organising; Ability to work in a team.

DUTIES : Render asset management clerical support: Compile and maintain records (e.g asset records/databases); Check and issue furniture, equipment and accessories to components and individuals. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or similar system. Render logistical support service: Place orders for goods; Receive and verify goods from suppliers.

ENQUIRIES : Ms C George at Tel No: (021) 483 8597

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 15 August 2022
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 28/260 : **ADMINISTRATIVE OFFICER: OPERATIONAL SUPPORT REF NO: TPW 127/2021 R1**

The following post is a re-advertisement. Applicants who previously applied must re-apply as your previous application will not be considered.

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 years experience in roads construction and maintenance environment. Recommendation: Accredited certificate or short course in Finance. Competencies: Knowledge of the following: Application of relevant legislation; Relevant systems; SITS; Basic Accounting System (BAS); Project/Contract administration and record keeping; EPWP reporting system; Written and verbal communication skills; Planning and organising skills.

DUTIES : Supervise financial general administrative duties: Compile, check and verify 896 BAS creditor payments for consulting engineers to a value of R324 m (yearly); Contract administration duties; Manage activities regarding contract administration; Administration duties: Oversee general administrative duties regarding filing, office requirements, handling of queries and claims; Manage all aspects of tender adverts.

ENQUIRIES APPLICATIONS : Ms D Everts at Tel No: (021) 483 2013
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 28/261 : **ADMINISTRATION CLERK: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: TPW 83/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Experience in the following: Administrative experience; Project management; Relevant systems; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Procurement procedures; Applicable legislations; Proven computer literacy (MS Office); Written and verbal communication skills; Record keeping skills; Ability to work under pressure; Ability to work independently and in a team.

DUTIES : Render administrative and reception assistance to professional staff regarding filing and telephone; Assist with project management and contract cleaning projects; Diary management and facilitating of appointments; Compiling and processing of claims and payments; Assist with the copying, filing, faxing and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Compiling and processing of claims and payments; Manage and prepare spreadsheets for statistics to produce reports on projects; Assist with the contract cleaning services service providers; Distribution and tracking of documents; Binding and laminating of documents, filing, faxing, and copying of documents; Coordination of training and liaison with service providers; Relieve as a secretary when needed on meetings; Open new files and close old files; Data capturing; Relieve as secretary; Making travel arrangements; Arrange dates for site visits and conduct inspection with building managers.

ENQUIRIES : Ms N Ngamlana-Jara at Tel No: (021) 483 5785
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 28/262 : **FOOD SERVICES AID: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: TPW 82/2022 (X2 POSTS)**

SALARY : R104 073 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : ABET Level 2 (Grade 5 or equivalent qualification). Recommendation: Previous cleaning and provision of food services experience. Competencies: A good understanding of the following: Batho Pele principles; Occupational and safety regulations; Good written and verbal communication; Ability to work independently and in a team; Ability to work under pressure.

DUTIES : Experience in cleaning and food service; Spot check and clean all allocated floors; Tidy up microwaves, fridges, crockery and cutlery.

ENQUIRIES : Ms T Mazonke at Tel No: (021) 483 5190
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm)
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439
Or 3. Email your application to, westerncape@immploy.com. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.