



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2023

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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.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 26 May 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website 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 South African Qualification Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). 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/>. 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 Committee 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. 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. 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.

OTHER POSTS

- POST 16/01** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A - B) REF NO: 3/2/1/2023/357**
Directorate: Coordination of State and Land Reform Surveys
- SALARY** : R990 747 – R1 833 903 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and Organising skills. Conflict management skills. Negotiation skills and Change management. A valid driver's license.
- DUTIES** : Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and Organising skills. Conflict management skills. Negotiation skills and Change management. A valid driver's license.
- ENQUIRIES APPLICATIONS** : Mr S Maseko Tel No: (012) 337 3655
Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083.
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 16/02** : **DEPUTY DIRECTOR: NATIONAL PROJECT IMPLEMENTATION REF NO: 3/2/1/2023/353**
Directorate: National Project Implementation
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Applicants must be in a possession of a Grade 12 Certificate and Advanced Diploma / Bachelor's Degree in Project Management / Youth Development / Development Studies / Community Development / Management / Public Administration / Social Sciences (NQF Level 7). Minimum of 3 years junior management experience in Project Management / Management in youth development. Job related knowledge: Ability to manage youth. Management, clients and other Departments. Ability to diffuse tension among project team, should it arise. Ability to bring project to successful completion through political

sensitivity. Ability to effectively prioritise and execute tasks in a high-pressure environment. Ability to negotiate and secure partnerships. Ability to write and analyse reports. Ability to manage finances. Job related skills: Persuasive, encouraging and motivational skills. Strong communication skills (verbal and written). Strong interpersonal skills. React to project adjustments and alterations promptly and efficiently. Strong familiarity with project related software. A valid driver's licence.

DUTIES : Plan the implementation of various projects related to National Rural Youth Service Corps (NARYSEC) Programme phases. Assist Provinces with the implementation of projects. Manage the recruitment of youth. Monitor attendance of Induction and leadership training. Monitor attendance of skills phase by all youth. Manage and coordinate the implementation of NARYSEC Programme. Monitor and ensure correct implementation of the Programme phases. Manage and coordinate structures for youth in the Programme. Prepare and submit reports and statistics on participation of youth in programme activities. Coordinate and submit reports on human resources and budget needs. Mobilise and manage stakeholders. Identify and engage stakeholders that the NARYSEC Programme can enter into partnership with. Identify strategic stakeholders. Secure partnerships for exit opportunities for youth. Facilitate the signing of partnership agreements. Manage exiting partnerships. Manage and coordinate the implementation of NARYSEC exit strategy. Manage database of all youth that are enrolled in the programme. Arrange exit opportunities that will expose the youth to opportunities related to further studies, establishing businesses and employment.

ENQUIRIES : Ms G Gantana Tel No: (012) 312 9288

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

POST 16/03 : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/356**
Directorate: Coordination of State and Land Reform Surveys

SALARY : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication skills (verbal and written). Computer literacy. Planning and organising. Conflict management skills. Problem solving and analysis skills. People management skills Change management skills and Innovation skills. A valid driver's licence.

DUTIES : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and

consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.

- ENQUIRIES** : Mr S Maseko Tel No: (012) 337 3655
- APPLICATIONS** : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply
- POST 16/04** : **CONTROL SURVEY TECHNICIAN (GRADE A - B) REF NO: 3/2/1/2023/360**
Directorate: Survey Services
- SALARY** : R499 275 – R1 197 978 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Mowbray)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Surveying or Cartography (NQF 6) or relevant qualification. Minimum of 6 years post qualification technical (surveying / cartography) experience. Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Job related knowledge: Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating. Survey design and analysis. Research and development. Computer-aided survey applications. Creating a high-performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis skills. Decision making skills. Team leadership skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.
- DUTIES** : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Financial management. Ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget for efficient cash flow management. Governance. Allocate, monitor and control resources. Compile risk logs (databases) and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management. Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance

- standards and taking action to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Mr P Vorster Tel No: (021) 658 4312
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- FOR ATTENTION** : Human Resource Management
- NOTE** : African Males and African and Indian Females and Persons with disabilities are encouraged to apply
- POST 16/05** : **ASSISTANT DIRECTOR: TRANSFORMATION STRATEGIES REF NO: 3/2/1/2023/361**
 Directorate: Diversity Management and Transformation Strategies
 Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Public Management / Public Administration. Minimum of 3 years of experience at supervisory level in Transformation Management environment. Job related knowledge: Practical knowledge of transformation initiatives of government. Practical research skills. Practical implementation knowledge of relevant acts and policies. Ability to generate a statistical report. Job related skills: Computer literacy. Interpersonal skills. Communication skills (verbal and written). Organisational skills. Project management skills. Conflict management skills. Financial management skills. A valid driver's licence.
- DUTIES** : Monitor the implementation of the Employment Equity Plan. Monitor Employment Equity Plan quarterly and render advice to stakeholders. Compile and submit employment equity reports to stakeholders. Compile and submit quarterly and annual Employment Equity reports to all stakeholders (e.g. Management, Department of Labour etc.) Provide advice and administrative support to the Departmental Employment Equity Forums. Provide advice and render administrative support to all Employment Equity Consultative Forums and to ensure proper consultation on transformation issues. Advise senior managers on implementation of Cabinet decision to improve representation of people with disabilities and females at Senior Management Services level. Support the implementation of Transformation Strategy. Support the implementation of Transformation Strategy and to achieve transformation goals, eg. Diversity Management Programme. Facilitate the alignment of employment policies and programmes to support the implementation of transformation imperatives. Facilitate and analyse the alignment of employment policies, practices, procedures, and programmes quarterly to support the implementation of transformation imperatives, e.g conduct employment and working environment analysis.
- ENQUIRIES** : Ms A Ferreira Tel No: (012) 312 8707
- 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** : African, Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 16/06** : **SENIOR AUXILIARY SERVICES OFFICER REF NO: 3/2/1/2023/355**
 Directorate: Information Services
- SALARY** : R241 485 per annum (Level 06)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 1 year experience in the cadastral information system. Job related knowledge: A thorough knowledge of the existing Cadastral Information System. Knowledge of the functioning of the Surveyor General's Office. Computer literacy in a Cadastral Survey environment. Job related skills: Computer skills. Archiving skills. Good inter-personal skills. Organisational skills. Supervisory skills. Ability to work under pressure.
- DUTIES** : Provide support services to technical and professional staff. Assist in retrieval and filing of documents. Report any errors on or damage of documents and

assist in the rectification process thereof. Report any errors in digital records and assist in the rectification process thereof. Provide basic administrative support to the section e.g. stores inventory, asset management, section notices. Assist in printing, copying and scanning of documents. Provide support in the training process of junior and new staff members. Supply maps and photographs to internal and external clients. Supply Topographical information such as Maps and Orthophotos to clients over the counter or by post. Provide cadastral documents and related information in hard copies and digital format. Provide hard copies of diagrams, General Plans, Compilation Plans, Survey Records and Sectional Plans. Provide digital copies of diagrams, General Plans, Survey Records and Sectional Plans. Complete a proforma invoice for the collection of revenue. Check payment before releasing information. Provide property description updates to clients.

ENQUIRIES : Mr S Maseko Tel No: (012) 337 3655
APPLICATIONS : Applications can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncadia Building, 6th floor, 524 Cnr. Steve Biko and Stanza Bopape Street, Arcadia, 0083.

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

POST 16/07 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/358 (X3 POSTS)**
 Directorate: Cadastral Information, Maintenance and Supply Services
 Re-advertisement, applicants who applied previously are encouraged to re-apply

SALARY : R241 485 per annum (Level 06)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and knowledge of the functions of Surveyor General Offices. Job related skills: Interpersonal relations skills, Communication skills (verbal and written), Organising skills and Computer software skills.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geospatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

ENQUIRIES : Ms NO Ngcaba Tel No: (043) 783 1400

- APPLICATIONS** : Applications can be forwarded by post to Private Bag X 9086, East London, 5201 or hand delivered during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chiselhurst, East London 5206
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 16/08** : **REGISTRY CLERK REF NO: 3/2/1/2023/354**
Directorate: Animal Health
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment and understanding of the work in registry. Job related skills: Planning and organising skills. Computer literacy skills. Language skills. Communication skills (verbal and written). Interpersonal relations skills and flexibility. Ability to work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mails. Register, sort and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the 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 daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archive and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : Ms C Maluleke Tel No: (012) 319 7475
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** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 16/09** : **SECRETARY REF NO: 3/2/1/2023/359**
Directorate: National Rural Youth Service Corps (NARYSEC)
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette. Sound organisational skills. Computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. Communication skills (written and verbal). Ability to act with tact and discretion and good grooming and presentation skills.
- DUTIES** : Provide secretariat / receptionist support service to the Director. Receive telephonic calls and refer the calls to the correct role players if not meant for the relevant Director. Record appointments and events on the diary. Type documents for the Director and other staff within the unit on a word process. Operate office equipment e.g. fax machine and photocopier. Provide clerical support services to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit.

Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES
APPLICATIONS

- : Mr N Mgoqi Tel No: (021) 409 0300
- : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 5th Floor, Cape Town, 8001
- : African, Coloured, Indians and White Males and African, Coloured, Indians and White Females and Persons with disabilities are encouraged to apply.

NOTE

DEPARTMENT OF BASIC EDUCATION

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION NOTE** : Ms M Mahape/Ms N Monyela
: Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.
- CLOSING DATE** : 26 May 2023

MANAGEMENT ECHELON

- POST 16/10** : **DIRECTOR REF NO: DBE/13/2023**
Branch: Care and Support in Schools
Directorate: Sport and Enrichment in Education
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum
: Pretoria
: Applicants must be in possession of a Senior Certificate and a recognised undergraduate qualification (NQF level 7) as recognised by SAQA or equivalent qualification in the Social Sciences, Sports Sciences, Creative Arts, Performing Arts or Education; Relevant postgraduate qualification will be an added advantage; Five years' relevant experience at middle/senior managerial level; Experience in the management of large scale sports and/ or arts and culture projects will be an advantage; Substantial experience in education, sports and arts administration; Excellent communication, interpersonal and writing skills.
- DUTIES** : The successful candidate will provide strategic leadership and operational management of the Directorate; Develop and implement school sports, arts programmes and manage all national co-curricular programmes; Liaise and cooperate with provincial education departments, national government departments, universities, research organisations, sport federations, arts education entities as well as NGOs and civic organisations; Monitor and evaluate the implementation of policies and strategies in provinces for the advancement of sport, arts and culture in education; Represent the Directorate, both internally and externally as required
- ENQUIRIES NOTE** : Ms M Mahape Tel No: (012) 357 3291/Ms N Monyela Tel No: (012) 357-3294
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a

generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 3rd floor, Pretoria at the Reception desk. Applications can also be emailed to Kedibone.Mazwi@csp.gov.za.
- CLOSING DATE** : 26 May 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. 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 on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POST

- POST 16/11** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: CSP/13/2023**
(06 Months)
- SALARY** : R424 104 per annum, (plus 37%)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Auditing/ Internal Audit and Accounting or equivalent qualification. 3-5 years working experience in Internal audit. Understanding of Treasury and PFMA Regulations. Knowledge of internal Audit processes and Accounting Standards. Knowledge of IIA, ISACA, GAA standards and Government legislations. Computer literacy, problem solving and analysis, planning, interpersonal, verbal and written communication skills. Report writing skills, presentation and project management skills. Ability to work under pressure.
- DUTIES** : Participate in the development/ review of internal Audit methodology. Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan. Participate in the coordination with other internal and external service (AGSA). Perform compliance, performance and financial audits to validate the effectiveness and adequacy of internal controls to address governance, risk management and compliance structures. Attend planning sessions (Strategic planning, Strategic Risk Management etc.) to participate in identification of the key risk areas for the department. Maintain efficient and effective department's internal controls of internal audits. Develop proposals to determine the scope of allocated internal audits. Execute the allocated audit engagement, collect, analyse and interpret data for Audit purposes. Develop findings and recommendations for the enhancement of controls/processes. Keep up to date with new developments in the internal audit environment. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Coordination of information/ packs for Audit and Risk Committee (ARC). Maintain a file for Audit

ENQUIRIES

and Risk Committee member's records. Assist with minutes taking for Audit and Risk Committee and Management Steering Committee meetings.
: Mr BK Shiphamele at 061 080 7598

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

<u>CLOSING DATE</u>	:	26 May 2023
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, most recent pay slip as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews) that intends to test relevant technical elements of the job. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. Persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 16/12</u>	:	<u>DEPUTY DIRECTOR: PLANNING AND REPORTING REF NO: 31893/01</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Political Science, Development Studies, Public Administration/ Public Management, or equivalent qualification (NQF level 6/7 as recognised by SAQA) with 3 to 5 years' experience in the relevant field. Additional requirements (Advantage) Information Management System (PRIMNET), proficient in MS Excel and MS Word. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge and understanding: Legislation Governing Planning and Performance Management, Data Collection, Analysis, and report writing, Research methodology, Strategic planning processes.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Develop discussion documents for strategy development. Manage and consolidate reports for the execution of the strategy. Monitor and update the information management system (PRIMNET) on strategic planning and reporting. Conduct periodic gap analysis on the implementation of annual performance plan. Develop service delivery model, service improvement plan and service delivery charter. Develop, implement, and sustain a monitoring, reporting, and evaluation system for provincial COGTA's. Facilitate organizational performance reporting to the relevant structures. Provide technical support for strategic planning processes.
<u>ENQUIRIES</u>	:	Ms M Mabidilala Tel No: 012 395 0623

APPLICATIONS : Applications must be submitted electronically via email to cogta133@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

POST 16/13 : **ASSISTANT DIRECTOR: MUNICIPAL FUNCTIONS, POWERS, AND INTERVENTIONS SUPPORT REF NO: 31893/02**
Kindly note that this is a re-advertisement and candidates who had previously applied need to re-apply)

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration, Law, or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Suite. Additional requirements: Driver's license. Extensive travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge on devolution of powers and functions to local government by national and provincial government; division of powers and functions between district and local municipalities; national/provincial interventions in local government.

DUTIES : The successful candidate will perform the following duties: Conduct assessments of the devolution of powers and functions to local government by national and provincial government and the division of powers and functions between local and district municipalities. Collect information and data and produce research reports on the devolution, division and management of powers and functions. Compile draft reports on the effectiveness and efficiency of policies on the management of powers and functions. Consolidate inputs for policy and legislative development and/or amendment. Conduct research and analysis on national intervention in provincial administration, and provincial intervention in local government, and draft frameworks. Respond to queries from stakeholders.

ENQUIRIES APPLICATIONS : Mr T. Khasi Tel No: 012 336 0558
: Applications must be submitted electronically via email to cogta134@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

POST 16/14 : **ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANT ADMINISTRATION REF NO: 31893/03**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Pretoria
: A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Social Sciences/ Public Administration or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Additional requirements: Driver's license. Extensive travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Management Information Systems, System maintenance and administration. Data Management and Modelling, and statistical analysis.

DUTIES : The successful candidate will perform the following duties: Institutionalize of the MIG-MIS with system users (National, Provinces, MIG receiving municipalities). Strengthen the utilization of the MIG-MIS. Identify enhancements to improve functionality and utilization of the MIG-MIS. Maintenance all MIG-MIS related contacts. Training and hands-on support to MIG-MIS users. Render MIG data to internal and external stakeholders and to develop MIG performance reports.

ENQUIRIES APPLICATIONS : Mr K. Pilusa Tel No: 012 395 4704
: Applications must be submitted electronically via email to cogta135@ursonline.co.za. URS Response Handling Tel No: 012 811 1900.

POST 16/15 : **ASSISTANT DIRECTOR: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: PHA31/04-COGTA**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Public Administration/ Development Studies or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel and MS Word. Additional requirements: Driver's license. Extensive travelling. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Municipal Structures Act. Municipal Systems Act. Municipal Finance Management Act. Constitution, Monitoring and support techniques, Interpretation, and analysis techniques.

DUTIES : The successful candidate will perform the following duties: Assist in the development of policy interventions to improve the Local Government: Municipal Structures Act, 1998. Monitor the implementation of the Code of Conduct of Councilors. Monitor the appointments and elections of municipal Public Office Beares and committees establish in accordance with section 43 (Executive Committee (EXCO)); section 60 (Mayoral Committee (MAYCO)); SECTION 79 (Other Committees of Council); and section 80 (Committees to assist EXCO / MAYCO) of the Municipal Structures Act, 1998. Implement the administration of the Once off Gratuity Grant for Non-Returning Councilors. Manage the compilation of memoranda, responses to enquiries, referrals, and Parliamentary Questions pertinent to the implementation of provisions of the Local Government: Municipal Structures Act.

ENQUIRIES : Ms N Aba Tel No: 012 334 0948
APPLICATIONS : Applications may be submitted electronically via email at: recruit8@phakipersonnel.co.za
For application enquiries contact Koena Tibane: Tel No: 011 941 1953

POST 16/16 : **LEGAL ADMININSTRATIVE OFFICER (MR-3) REF NO: PHA32/04-COGTA**

SALARY : R302 247 - R333 666 per annum, Salary will be in accordance with the OSD determination for legally Qualified Personnel.

CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a LLB degree or 4-Year recognized legal qualification (NQF 8 as recognized by SAQA) at least 2 year's post qualification legal experience. Certificate in compliance management will be an added advantage. Proficient in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Interpersonal Relations. Teamwork. Planning and Execution. Technical competencies: Contract drafting and review. Risk assessment process.

DUTIES : The successful candidate will perform the following duties: Provide legal advice pertaining to compilation of contracts, terms of reference including Service Level Agreement and Memorandum of Understanding. Provide legal advice and support in relation to contractual disputes and litigation. Ensure compliance with contracting policy and procedures. Maintain an up-to-date administrative compliance universe register.

ENQUIRIES : Ms M Mokone Tel No: 012 336 5813
APPLICATIONS : Applications may be submitted electronically via email at recruit5@phakipersonnel.co.za
For application enquiries contact Lehlohonolo Radebe Tel No: 011 941 1953

POST 16/17 : **PERSONNEL OFFICER: RECRUITMENT AND SELECTION REF NO: PHA33/04-COGTA**

SALARY : R241 485 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Human Resource Management or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 1 year experience in Human Resource environment. Generic Competencies: Quality of work. Reliability. Initiative. Interpersonal Relations. Teamwork. Planning and Execution.

Technical competencies: In-depth knowledge in Recruitment and Selection norms and standards. Public Service Management Framework. Human Resource Matters.

DUTIES : The successful candidate will perform the following duties: Coordinate the recruitment and selection processes. Perform administrative functions. Process documentation and record keeping. Verification of applications.

ENQUIRIES APPLICATIONS : Mr J Tidimane Tel No: 012 334 0734
 : Applications may be submitted electronically via email at: Recruit4@phakipersonnel.co.za
 : For application enquiries contact Kgomotso Molope Tel No: 011 941 1953

POST 16/18 : **ICT TECHNICIAN REF NO: H&SCOGTA018**

SALARY CENTRE REQUIREMENTS : R241 485 per annum
 : Pretoria
 : A Grade 12 Certificate, a three-year Bachelor's degree or a three-year National diploma in Information Technology / Systems or equivalent qualification (NQF level 6 or 7 as recognised by SAQA) with 2 year experience in offering IT technical support services. Additional Requirement: Proficient in MS Excel and MS Word, MS Project and MS PowerPoint. Generic Competencies: Quality of work. Reliability. Initiative. Interpersonal Relations. Teamwork. Planning and Execution. Technical competencies: Knowledge of Microsoft environment (e.g. Microsoft Certified Solutions Associate (MCSA)/ Microsoft Certified System Engineer (MCSE)/ A+/N+. Knowledge of transversal systems (BAS, LOGIS and PERSAL). Information Technology Infrastructure Library (ITIL) foundation.

DUTIES : The successful candidate will perform the following duties: Provide IT 1ST AND 2ND line support to all end users. Resolve incidents in accordance with the agreed processes daily, must ensure the processes defined for the environment are complied with. Escalation incidents through automated escalation tool based on service levels and manual escalation based on incident monitoring and tracking activities. Ensure proactive detection of incidents through available tools i.e monitoring, events, and alerts. Participate in identifying gaps and risks in the current processes and technical environment to ensure continuous improvement of the ICT services.

ENQUIRIES APPLICATIONS : Ms K Mpudi Tel No: 012 334 0829
 : Applications may be submitted electronically via email at: cogta018@hslabour1.co.za
 : For application enquiries contact Elginita Moodley Tel No: 011 468 4192

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or may be hand delivered to DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, at the corner of Nossob and Jochemus street, Erasmuskloof.
- CLOSING DATE** : 02 June 2023 (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). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview 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 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 16/19** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHRM/16/18/23/01**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: DFSC Office, Kasteel Park, Erasmuskloof, Pretoria
: Grade 12 and NQF L5/6 (Higher Certificate/Diploma). Applicants must have a minimum of two (2) to three (3) years' relevant experience. Special Requirement (skills needed): Communication (verbal & written), Analytical, Planning and Organisation, Computer (MS Word and MS Excel). Ability to interpret and apply policies and prescripts. Knowledge of the PERSOL mainframe system. Sound knowledge of personnel acquisition and staffing guidelines.
- DUTIES** : The successful candidate will be required to perform the following core functions: Assist and coordinate the staffing processes and procedures for the DFSC. Coordinate the probation processes of the newly appointed employees within the DFSC Secretariat. Coordinate Nomination of courses, symposia, seminars for DFSC. Provide Secretarial function to the ETD Board and coordinate the processing of applications. Ensure maintenance of personal files and personal documents for all employees of the DFSC (Secretariat and Commissioners). Ensure the updating of personal information on PERSOL. Coordinate and process leave application of all employees in the DFSC. Ensure effective administration and processed of appointments of new

employees and Commissioners. Provide the HR administration service to the Commissioners with regard to: Salary admin, S&T admin, maintain list of attendance Registers of the Commissioners. Coordinate and facilitate compensatory allowance for employees of the DFSC. Provide HR Administrative service for all new appointees appointed in the DFSC. Administer and coordinate attachments and detachments to and from the DFSC. Administer the termination of Service of employees of the DFSC. Ensure effective Pension Administration of all officials within the DFSC. Complete and monitor the work attendance register. Ensure the completion of monthly schedule name list with relevant transactions by capturing schedules and non-confirmation on PERSOL in time. Ensure the effective management of HR processes for the DFSC. Facilitate the capturing of HR transactions on PERSOL.

ENQUIRIES

: Mr Z.R. Munyai Tel No: 012 367 9340.

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 : 26 May 2023 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, initialed and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. Note applications for SR1-SR8 post(s) must be submitted electronically online following the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. 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).

MANAGEMENT ECHELON

POST 16/20 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/23/05/26HO**

SALARY : R1 308 051 per annum, (all inclusive)

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public/ Administration or Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior management level in a relevant operational

environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES : Ms M Bronkhorst Tel No: (012) 309 4969
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

OTHER POSTS

POST 16/21 : **PSYCHOMETRIST / REGISTERED COUNSELLOR REF NO: HR4/4/05/21**

SALARY : Grade 1: R645 129 – R713 835 per annum, (OSD)
 Grade 2: R734 811 – R813 369 per annum, (OSD)
 Grade 3: R829 688 - R918 630 per annum, (OSD)

CENTRE : Mmabatho Provincial Office
REQUIREMENTS : Four-year tertiary in B-Psych degree/Honours degree in Psychology/Honours degree in Industrial Psychology. **Grade 1:** 0 years' experience. **Grade 2:** 8 years' experience **Grade 3:** 16 years' experience. Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Public Service Act. Skills Development Act. Unemployment Insurance Act. Health Professions Act. Employment Equity Act. COIDA, POPA Act. Skills: Planning and Organising, Communication. Computer. Analytical. Presentation. Interpersonal. Report writing, Leadership, Networking.

DUTIES : Provide technical support to labour centres for the delivery of Employment Counselling services. Manage the referral of work-seekers to relevant Employment Services and active Labour Market interventions. Co-ordinate the dissemination of Employment and Career information to Labour Centres. Establish and manage relationships between Employment Counsellors and relevant organisation. Co-ordinate the administration of Psychometric Assessment. Supervise administrative Personnel.

ENQUIRIES : Mr MO Maluleke Tel No: 018 387 8186
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 16/22 : **PSYCHOMETRIST COUNSELOR GRADE 1 REF NO: HR4/4/1/201**

SALARY : R645 129 per annum, (OSD)
CENTRE : Labour Centre: Lusikisiki
REQUIREMENTS : 4-year qualification in Bachelor of Psychology or an equivalent qualification in Bachelor of Psychology. Registered with HPCSA as a Registered Counsellor (Independent practise) of Psychometrist (Independent practise). A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Innovative, Presentation, Analytical, Interpersonal skills.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel resources of the employment counselling.

ENQUIRIES : Ms N Getyeza Tel No: (039) 253 1996/7
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 1002 Lusikisiki, 4820, Hand deliver at Cnr Stanford and Jakaranda Street Lusikisiki.

FOR ATTENTION : Sub-directorate: Labour Centre Operations, Lusikisiki

<u>POST 16/23</u>	:	<u>ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/05/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum Provincial Office: Mmabatho Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claims and or medical insurance processing environment. Two (2) years functional experience in a disability claims and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EE). Public Service Regulation. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service (Batho Pele). Risk Management. Skills: Leadership. Service delivery innovation (SDI). Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment (Including developing others). Communication (written and verbal).
<u>DUTIES</u>	:	Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MO Maluleke Tel No: (018) 387 8100 Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
<u>POST 16/24</u>	:	<u>ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-FRAUD CORRUPTION REF NO: HR4/4/05/23</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum Provincial Office: Mmabatho Three-year tertiary qualification in Risk Management/ Internal Audit/ Accounting/ Forensic Investigation. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud/ corruption environment. Knowledge: Investigative Principles and Practices. Departmental and the Funds policies and procedures. All Labour legislations. Anti-fraud and Corruption Policies. Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organising, Time management. Conflict management. Analytical. Investigation. Communication (Verbal & written). Computer literacy, Presentation.
<u>DUTIES</u>	:	Implement Fraud detection and Anti-Corruption Strategies for Provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & corruption management programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Maluleke Tel No: (018) 387 8100 Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
<u>POST 16/25</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/03/25</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum Provincial Office: Mmabatho Three (3) years tertiary qualification in Risk Management/ Internal Auditing/Accounting/ Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/Internal Audit. Knowledge: Public Sector Risk Management Framework. COSO Framework. King Report on Corporate Governance. Treasury Regulation. Anti-fraud and corruption policies. Criminal & Commercial Law. Labour Relations, legislation, policies and procedures. Skills: Analytical. Strategic Management. Financial Management. Facilitation. Investigation. Interviewing. People Management. Computer Literacy. Time Management. Communication. Interpersonal. Presentation. Planning and organizing.
<u>DUTIES</u>	:	Implement Risk management strategies/ policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the

Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES APPLICATIONS : Mr. M Maluleke Tel No: (018) 387 8100
 Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

POST 16/26 : **SENIOR PRACTITIONER: ES BOARD SECRETARIAT REF NO: HR4/23/05/09 HO**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 Head Office, Pretoria
 Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree in Public Administration/ Business Administration/ Business Management. Two (2) year functional experience in Secretarial or administrative support services. Knowledge: Finance Management, Human Resource Management. Skills: Communication, Computer, Presentation, Interpersonal, Report writing.

DUTIES : Coordinate information on the establishment and development of Employment of Board. Provide secretariat support to the Employment Services Board. Procure goods and services for Employment Services Board. Prepare and maintain a proper document management system (DMS) for the Board. Provide administration support to the Sub-Directorate (Employment Services Board Secretariat).

ENQUIRIES APPLICATIONS : Ms. M Masilela Tel No: 012 309 4261
 To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/27 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HR4/4/05/26**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 Provincial Office: Mmabatho
 Three (3) year qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years' functional experience in Public Employment/ Administration Services. Knowledge: ILO Convention. PFMA. Human Resource Management. Skill Development. Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Leadership. Networking.

DUTIES : Coordinate information for compilation of reports. Coordinate PES training processes to effect positive change on service delivery. Evaluate and monitor the implementation of employment services in the Province. Provide administration support service within PES section.

ENQUIRES APPLICATIONS : Mr. M Maluleke Tel No: (018) 387 8100
 To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/28 : **PENSION ADMINISTRATOR REF NO: HR4/4/1/202**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 Labour Centre: East London
 Three (3) year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in pension administration/ claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, COIDA, Contribution Act, Public Service Act, Occupation Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and Organising, Analytical thinking, problem solving and decision making.

DUTIES : Render pension administrative duties. Claims adjudication and processing.

ENQUIRIES APPLICATIONS : Mr. M Njamela Tel No: 043 702 7500
 To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

- POST 16/29** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/02/05**
- SALARY** : R359 517 per annum
CENTRE : Labour Centre: Krugersdorp
REQUIREMENTS : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
- DUTIES** : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
- ENQUIRIES** : Mr D A McDonald Tel No: (011) 955 4420
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.
- POST 16/30** : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/13**
- SALARY** : R294 321 per annum
CENTRE : Provincial Office: Kimberley
REQUIREMENTS : Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. A valid Driver's licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Financial Management Act, Skills Development Act and Employment Equity. Skills: Facilitations, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.
- DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regular and when there are amendments.
- ENQUIRIES** : Mr I Vas Tel No: (053) 838 1702
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.
- POST 16/31** : **SECURITY ADMIN OFFICER: INFORMATION REF NO: HR4/23/05/07HO**
- SALARY** : R294 321 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Security Management / Security Risk Management. One (1) year functional Clerical / Administrative experience in Security Management / Information Services. PSIRA Grade B. Knowledge: Minimum Information Security Standard (MISS) policy document, Information Security, Financial Management, Departmental policies and procedures, Private Security Industry Regulatory Authority, OHS Act, Criminal Procedure Act, Public Finance Management Act. Skills: Listening and observation, Communication skills, Problem solving, Diversity facilitation skills, Computer Literacy, Verbal and Written Communication.
- DUTIES** : Administer Pre-employment screening request. Capture Z204 forms on the SVIS system. Implement document security measures. Administer Declaration of security forms. Administer Declaration of Secrecy forms. Receipt results from SSA.
- ENQUIRIES** : Ms. O Meremetsi Tel No: 012 309 4193
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/32 : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR4/4/05/27 (X2 POSTS)**
(Re-Advertisement)

SALARY : Grade 1: R293 670 – R337 860 per annum, (OSD)
Grade 2: R358 626 – R409 275 per annum, (OSD)
Grade 3: R431 265 - R543 969 per annum, (OSD)

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Four (4) year's nursing Degree/three years' Diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Valid driver's licence. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required: **Grade 1:** 2-9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years above experience gained after registration. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well as ethical nursing practices. Compensation Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). COIDA tariffs. Technical knowledge. PFMA and National Treasury Regulations. Public Service Act. Skills: Required Technical Proficiency. Business writing. Required IT skills. Data capturing. Data and records management. Telephone Skills and Etiquette.

DUTIES : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES : Mr MO Maluleke Tel No: 018 387 8100

APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/33 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X3 POSTS)**

SALARY : R241 485 per annum

CENTRE : Labour Centre: Makhanda Ref No: HR4/4/1/700 (X1 Post)
Labour Centre: Nqanqarhu Ref No: HR4/4/1/701 (X1 Post)
Labour Centre: De Aar Ref No: HR 4/4/8/14 (X1 Post)

REQUIREMENTS : Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. 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 N Mvanyashe Tel No: 045 9321 424

Ms N Ntlokwana Tel No: 046 6222 104

Mr I Young Tel No: (053) 631 0952(De Aar)

APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/34 : **UI CLAIMS OFFICER REF NO: HR 4/4/4/03/18**

SALARY : R241 485 per annum

CENTRE : Labour Centre: Randburg

<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate with Accounting or Mathematics as major subjects or equivalent. 0 to 6 months. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer Literacy, Customer Relations, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquires relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<u>ENQUIRIES</u>	:	Mr P Godongwana/ Mr N Pillay Tel No: 011 3853 0303
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 16/35</u>	:	<u>PERSONNEL OFFICER REF NO: HR4/4/05/28</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus Certificate in Human Resource Management Field. No experience required. Knowledge: Departmental Policies and procedures, HR related systems (PERSAL), Batho Pele Principles. Employment Equity Act. Public Service Regulation. Skills: Computer literacy. Analytical. Communication. Planning and Organising.
<u>DUTIES</u>	:	Facilitate and provide administrative support for service benefits of employees. Provide support to the recruitment and selection process. Capture and update all personal data on the PERSAL system. Attend to client's enquiries.
<u>ENQUIRIES</u>	:	Mr. M Maluleke Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 16/36</u>	:	<u>SENIOR ADMINISTRATION CLERK: ACCOUNTING AND BOOKING REF NO: HR4/23/05/08HO</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation. No experience required. Knowledge: PFMA, Departmental policies and procedures, Project Management, Intermediate Human Resources Development Skills: Leadership Facilitation, Computer literacy, Presentation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Check completeness and correctness of bookings for air travel, hotel accommodation and conference venues in the Department. Consolidate information of invoices received and prepare payment to service providers. Check that Irregular, Fruitless and Wasteful Expenditure are recorded and reported. Verify compliance on Travel IT.
<u>ENQUIRIES</u>	:	Ms. F Diale Tel No: 012 309 4908
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 16/37</u>	:	<u>ADMINISTRATION CLERK: EMPLOYMENT COUNSELING REF NO: HR4/23/05/10 HO</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation. No experience required. Knowledge: Skills Development Act, Employment Services Act, Public Finance Management Act. Skills: Communication, Computer, Interpersonal, Analysis, Planning.
<u>DUTIES</u>	:	Provide support to the psychometric assessment service. Provide support to the employment counselling service. Coordinate the payment of subsidies to beneficiaries of the Subsidy Schemes for People with disabilities. Control movement of document and stationary within Employment Counselling. Render procurement support service in the Sub- Directorate Counselling. Render secretariat support in the Sub- Directorate.
<u>ENQUIRIES</u>	:	Ms. J Rama Tel No: 012 309 48844
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.

DEPARTMENT OF, FORESTRY, FISHERIES AND ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

MANAGEMENT ECHELON

<u>POST 16/38</u>	:	<u>CHIEF DIRECTOR: INTERNATIONAL GOVERNANCE AND RESOURCE MOBILIZATION REF NO: CCAQ04/2023</u>
<u>SALARY</u>	:	R1 308 051 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Natural or Physical Sciences, Environmental Development Planning or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level within the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Extensive knowledge of international relations and bilateral and multilateral finance and governance with specific focus on environment and sustainable development. Ability to manage and plan for activities, including projects and policy matters. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Stakeholder engagement; Negotiation skills; Public Relations; Research skills. Ability to work under pressure and long hours. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
<u>DUTIES</u>	:	Manage and coordinate international governance relations, African, bilateral and multilateral cooperation, and related resource mobilisation. Manage policy research, stakeholder consultation, lobbying and negotiations on African, Bilateral (North-South and South-South) and multilateral environmental and Sustainable Development engagements including trade and environment related programmes. Manage and coordinate the monitoring, evaluation, and reporting on implementation of environmental and sustainable development programmes and projects resourced from multi-lateral and bilateral sources. Manage technical and administrative support on the implementation of the Greening Programme nationally, flagship projects coordinate sector green economy action. Provide international relations support services. Manage the provision of a Departmental international focal point administration, international cooperation communication and information management and dissemination services.
<u>ENQUERIES</u>	:	Ms P Diphaha Tel No: 012 399 9602
<u>APPLICATIONS</u>	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
<u>FOR ATTENTION</u>	:	Human Resource Management
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment,

including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 12 June 2023
- POST 16/39** : **CHIEF DIRECTOR: INTERNATIONAL CLIMATE CHANGE RELATIONS & REPORTING REF NO: CCAQ05/2023**
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum, (all-inclusive salary package)
: Pretoria
: An undergraduate qualification in Environmental Management or Development Planning or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level within the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Experience and knowledge in climate change policy development and an awareness of SA and government's priorities in this regard. Knowledge and skills to be able to contribute to the development of integrated, sound strategies towards mitigation and adaptation to climate change. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills; Stakeholder engagement; Negotiation skills; Public Relations; Research skills. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Ability to work under pressure and long hours (delete). Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- DUTIES** : Manage, coordinate and lead research for the preparation, formulation, and approval of South African positions on climate change related multi-lateral and cooperation agreements including the lobbying thereof. Manage, coordinate, and lead the negotiations of approved South African positions on climate change in various related multilateral and bilateral fora. Manage and coordinate the implementation of UNFCCC decisions and the reporting thereof.
- ENQUERIES APPLICATIONS** : Ms P Diphaha Tel No: 012 399 9602
: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
: May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**FOR ATTENTION
NOTE**

: Human Resource Management
: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 12 June 2023

POST 16/40

: **DIRECTOR: PUBLIC ENTITY SUPPORT AND PERFORMANCE REF NO:
ODG /2023**

SALARY

: R1 105 383 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.

**CENTRE
REQUIREMENT**

: Pretoria
: An Undergraduate in Business Administration/Bachelor of Law or equivalent qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience in Public Management at a middle/senior managerial level preferably in an institutional governance or entity oversight environment. Public entity governance processes and procedures. Knowledge of The King (I, II, III & IV) reports and codes on good governance principles, Law/Legal Studies, General research methodology, Monitoring and evaluation systems and tools, PFMA and Financial Management, Corporate Governance Protocol, Government Planning Process, Monitoring and Evaluation Process. Skills, Financial Management, Coordination, Organisational and planning, Communication & stakeholder liaison (written and spoken), Decision-making, Report writing, Project management and People management and empowerment. Personal attributes: Innovative and proactive. Ability to work long hours, Ability to gather and analyse information, Proven leadership skills, Ability to develop and apply policies, Ability to work independently and in a team, Ability to lead multidisciplinary team, Good interpersonal relations skills,

DUTIES

: Ability to work under extreme pressure and Conflict management. Successful completion of the Public Service Senior Management Leadership Programme.
: Provide corporate governance support to the Department and the Executive Authority on matters relating to Public Entities oversight. Develop, monitor implementation, and review corporate governance framework/agreement between Minister and Board of Directors of Entities. Provide strategic support for the development, review, monitoring and reporting of Public Entities five-year corporate strategy and Annual performance plans. Manage the development of the Remuneration Framework for Public Entities Board of Directors. Provide corporate governance advice to executive management and the Shareholder regarding entity matters. Conduct bi-annual governance engagements with Public Entity Board Secretaries.

**ENQUIRIES
APPLICATIONS**

: Ms Z Maistry Tel No: 012 399 9117
: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**FOR ATTENTION
NOTE**

: Human Resource Management
: Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 12 June 2023

OTHER POSTS

POST 16/41 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: COASTAL CLIMATE CHANGE RESPONSE REF NO: OC14/2023**

SALARY : R554 490 per annum

CENTRE : Cape Town

REQUIREMENTS : A four-year Degree (NQF8) or equivalent qualification in Environmental Management/Sciences or equivalent qualification in related field plus six years post qualification experience in a relevant environment. Appropriate experience in the field of coastal or environmental management. Knowledge and understanding of the Climate Change National Adaptation Strategy (NAS). Understanding of the Geographic information System (GIS) and environmental related Decision Support System. Knowledge and understanding of Microsoft windows, information management, electronic documentation and digital system. Knowledge of the Integrated Coastal Management Act. Knowledge of successive drafts of the National Environmental Management: Climate Change Bill. Knowledge of integrated coastal management processes and principles. Understanding of the importance of awareness, education, empowerment and training fields e.g. ABET and NQF. Understanding of ARCGIS Applications and/or any other software licenses. Understanding of Remote Sensing, its applications, and modelling. Understanding of Project Management aspects to deal with the Coastal and Marine Management climate change programme. Knowledge and understanding of Coastal Ecology or ecosystems. Knowledge of Public Service and Departmental Procedures and Prescripts. Knowledge of Intergovernmental relations within the sphere of government. Knowledge of government Administration and Financial procedures. Ability to interpret & apply policies. The ability to independently analyze and solve problems through innovative thinking and conflict management techniques. Possession of strong analytical, administrative, communication (both verbal and written), project management, conflict management, financial management and negotiation skills. High proficiency in computer skills. Strong leadership skills. Possession of a valid driver's license.

DUTIES : Develop coastal hazards assessments and adaptation sector plan Undertake the risk and vulnerability assessment of the South African coastline and provide technical support to local government and provinces. Develop the National Coastal Adaptation Response Plan for South Africa and support the implementation of priority interventions. Coordination of coastal climate Change initiatives and alignment with the National Adaptation Strategy. Establish the coastal climate change advisory, technical and stakeholder working groups and provide secretariat role to managing and implementing actions. Facilitate and prioritise the working group meetings and participate in platforms that provide for shared lesson, information and knowledge exchange. Coordinate, manage and lead donor funded initiatives supporting coastal and marine programme (National, Regional and International). Develop a resource mobilisation strategy for coastal climate initiatives in South Africa to support the implementation of priority interventions based on funding opportunities from donors. Participate and attend to national, regional, and international platforms that support adaptation and mitigations on coastal and marine initiatives. Ensure the implementation and Mainstreaming of Coastal Climate Change products within local government or municipalities. Facilitate training, education, and empowerment programme to support local government in decision making process on products developed for coastal climate change. Engage, provide awareness sessions to empower local government or municipalities on mainstreaming climate change tools in the Integrated coastal management act into land use decision making process. Facilitate livelihood programme on coastal climate change through the establishment of Special Management Areas and/or other locally managed areas initiatives. Explore community livelihood projects from an adaptation or mitigations perspective for community beneficiation to support the special management programme in South Africa. Initiate partnership with management authorities and other entities to implement stewardship programmes that seeks to support community-based adaptation projects.

ENQUIRIES : Mr P. Khati Tel No: 021 493 7042

APPLICATIONS : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to:

Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**FOR ATTENTION
NOTE**

: Human Resource Management
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CLOSING DATE

: 29 May 2023

POST 16/42

: **CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE ADAPTATION- NATURAL RESOURCES SECTORS REF NO: CCAQ/2023**

**SALARY
CENTRE**

: R554 490 per annum
: Pretoria

REQUIREMENTS

: A four-year Degree (NQF8) or equivalent qualification in Natural or Environmental Sciences plus six (6) years post qualification experience in the relevant field. Knowledge of environmental, international governance and development issues (globally, regionally, locally). Knowledge of Climate Change and environmental management and related policies. Knowledge of Financial Management and associated prescripts. Ability to manage and plan for activities, including projects and policy matters. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Ability to control and manage the budget. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for interns. Skills & Competencies: Policy formulation; Negotiation skills; Computer literate; Presentation skills; Good interpersonal relations and diplomatic skills; Relationship Management; Stakeholder engagement; Public Relations; Research; Programme and Project Management; Change

Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment and Client Orientation and Customer Focus. Personal Attributes Ability to work long hours voluntarily; Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Coordination and planning ability. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES

: Support the coordination on the implementation of national climate change adaptation strategy. Ensure efficient and aligned policy and strategy development for climate change adaptation within the various sectors. Liaise and influence natural resources sectors to develop sectoral climate change response strategies. Support the natural resources sectors through technical guidance and facilitating access to climate funds coordinated by the Department. Support sectors to develop and review their sectoral strategies and plans. Support sectors in conceptualizing and implementation of climate change adaptation programmes and projects. Facilitate and coordinate the process of determining the national vulnerability to climate change and SA's adaptive capacity, including working with the science community, national departments, provincial and local government. Establish guidelines/ systems/policies for the integration of climate change issues into planning at all levels of government, and within key natural resources sectors. Coordinate the partnership with the South African Weather Service, relevant authorities and stakeholders in developing, reviewing and implementing the National Framework for Climate Services.

ENQUIRIES

: Mr. S Mbanjwa Tel No: (012) 399 9175

APPLICATIONS

: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**FOR ATTENTION
NOTE**

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this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 29 May 2023
- POST 16/43** : **ASSISTANT DIRECTOR: IT NETWORK SUPPORT REF NO: CMS21/2023**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) in Information Technology (IT) or relevant qualification. A minimum of three (3) years' experience in the maintenance of the IT Network Infrastructure or related fields. Knowledge of project and strategic management. Knowledge of Information Technology. Knowledge of public service procedures and prescripts, Change Management, financial management, knowledge Management and service Delivery Innovation (SDI). Sound organising and planning skills, good communication skills, good interpersonal relations skills. Problem solving and analysis. Innovative and proactive. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Client orientation and customer focus.
- DUTIES** : Optimise and manage IT Network Infrastructure. Manage IT LAN environment. Perform IT Network infrastructure health checks. Manage VPN Infrastructure. Manage Wireless Infrastructure. Administer and ensure availability of IT infrastructure services. Manage and maintain regional offices Dataline infrastructure. Perform Network infrastructure Patch Management. Ensure Audit Compliance.
- ENQUIRIES** : Mr L Pulumo Tel No: (012) 399 9725
- APPLICATIONS** : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will

be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 29 May 2023

POST 16/44

: **ASSISTANT DIRECTOR: IT SECURITY SUPPORT REF NO: CMS22/2023**

SALARY

: R424 104 per annum

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma (NQF6) in Information Technology (IT) or relevant qualification. A minimum of three (3) years' experience in managing and maintaining IT Security. Knowledge of project and strategic management. Knowledge of Information Technology. Knowledge of public service procedures and prescripts, Change Management, financial management, knowledge Management and service Delivery Innovation (SDI). Sound organising and planning skills, good communication skills, good interpersonal relations skills. Problem solving and analysis. Innovative and proactive. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Client orientation and customer focus.

DUTIES

: Maintain ICT Security Infrastructure. Conduct IT risk management. Compile risk mitigation plan for all relevant offices and report implementation progress to stakeholders. Ensure Audit Compliance. Implement audit recommendations. Minimise/reduce the number of audit findings. Conduct research trends in IT Security. Administration of IT Security Functional Environment. Review the IT Security Incident Response Plan. Develop and implement plan to mitigate identified vulnerabilities.

ENQUIRIES

: Mr L Pulumo Tel No: (012) 399 9725

APPLICATIONS

: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

FOR ATTENTION

: Human Resource Management

NOTE

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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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

- CLOSING DATE** : 29 May 2023
- POST 16/45** : **ASSISTANT DIRECTOR: SYSTEM DEVELOPMENT AND MAINTENANCE
REF NO: CMS15/2023**
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Information Technology or equivalent qualification in the related field. A minimum of three (3) years' experience in a software development. Extensive experience in Microsoft Dynamics 365. Knowledge of Microsoft SQL server and geographical information systems. Understanding of IT infrastructure maintenance (Network connections). Knowledge of project management systems and database administration. Proficiency in Helpdesk support requirements, procedures and technologies. Ability to gather and analyse information. Supervision and management skills. Analytical change and statistical. Problem-solving and conflict management. Excellent communications skills (written and verbal). Ability to work under extreme pressure.
- DUTIES** : Ensure percentage system is available and accessible. Provide effective and efficient IT infrastructure. Maintain EPMS development plan. Perform iterative development and testing. Manage systems maintenance, apply patches for operating systems, information management systems, and all other essential software components. Manage systems management and project support. Develop sporadic systems and analysis. Provide support towards sporadic support. Map branch projects and base statistics, compile branch map and production standard project reports. Manage a change project plan. Maintain on target change project plan.
- ENQUIRIES** : Mr. NH Masha Tel No: 012 399 9483
APPLICATIONS : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
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- FOR ATTENTION** : Human Resource Management
NOTE : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit

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- CLOSING DATE** : 29 May 2023
- POST 16/46** : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION FOM26/2023**
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate National Diploma / Degree (NQF6) in Public Administration or equivalent qualification within related field. 3-5 Years' experience in administration/management and coordination. Knowledge of Departmental or government policies, procedures and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Good command of written and oral English and any other official language. Strategic coordination/ planning. Organisation performance management. Project management. Analytical thinking. Attention to detail. Advanced level of computer literacy- skilled and confident user in Microsoft Office. Interpersonal skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to communicate with ministries, senior management, official and the public in a professional manner. Ability to stay focused and work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision.
- DUTIES** : Provide strategic planning and reporting support. Provide support on the consolidation of inputs from components into the branch Business plan. Coordination of Branch Calendar events. Provide support in the coordination of parliamentary questions and queries, as well as stakeholder engagements. Liaise with other departments for Clusters, MINMEC, MINTEC, Working Groups, etc. Provide budget and procurement administration support. Coordinate the processing of all logistical documentation in the ODDG. Collate expenditure and financial reports. Provide support with the compilation of the annual budget of the Branch. Provide support on the consolidation of inputs for the procurement plan from components. Ensure compliance in document management in the office of the DDG. Ensure that the strategic plan is compiled as per the legislative frameworks. Monitor and report on the implementation of Strategic and Business plans. Monitor implementation of DDG Lekgotla decisions. Manage the coordination and Consolidation of monthly, quarterly, bi-annual and annual, oversight reports.
- ENQUIRIES** : Ms. Nontokozo Sibiyi Tel No: 012 309 5721
APPLICATIONS : must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resources Management

NOTE

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CLOSING DATE

: 29 May 2023

POST 16/47

: **PROVINCIAL PROJECT ADMINISTRATOR: PROGRAMME IMPLEMENTATION COASTAL REF NO: EP09/2023 (X2 POSTS)**

SALARY

: R359 517 per annum, (all-inclusive remuneration package of R495 506 per annum)

CENTR REQUIREMENTS

: Western Cape-Rondebosch
: National Diploma NQF 6 / Degree (NQF 6) in Public Management/Administration or equivalent qualification. A minimum of three (3) years' experience in the relevant field. Knowledge in procurement procedures, project management, logistics management. Good communication skills (writing and verbal), organizational skills, interpersonal skills, good computer skills, Decision-making skills and report writing skill. ability to work individually and in a team, ability to work under pressure and ability to work long hours voluntarily and a valid Driver's Licence.

DUTIES

: Provide administration of the project and training reporting requirements. Prepare, review, and keep records of projects eligible for monthly reporting. Administer application of penalties and or sanctions in respect of annual and completion reports. Administration of the Project and training inspections, skills audits, and meetings. Prepare quarterly training and project inspections schedules and communicate with implementers. Provide administrative support to the provincial office. Provide logistical arrangements. Administration of project and training contract documents. Obtain duly signed contract documents for training and projects from head office.

ENQUIRIES APPLICATIONS

: Mr. N Ngcobo Tel No: 012 441 2749
: must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to:

**FOR ATTENTION
NOTE**

Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

: Human Resources Management
: Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPISA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 29 May 2023

POST 16/48

: **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM25/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum
: Eastern Cape (Bhisho)
: Degree/National Diploma (NQF6) in Forestry/Development or relevant equivalent qualification within related field with a minimum of two (2) years' experience in forestry development and forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver's licence and must be willing to travel.

DUTIES

: implementing and providing technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on the importance of greening, forest enterprise development and non-timber forest products through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Promote partnership between government, Non-Government Organisations (NGO's) and private sector individuals, communities, and other forestry sector role players to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's. Render and facilitate support on the implementation of livelihood development programs or projects such as mushroom, bee keeping, and medicinal gardens etc. Render support on the

implementation and establishment of forestry enterprise development initiatives, livelihoods of the people and new afforestation. Assist the communities with regard to the establishment and licensing of legal entities. Collect information, update, and monitor forestry projects database in greening, afforestation, forestry development initiatives, livelihood projects and opportunities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic / Annual Business Planning processes and Forestry Policies. Provide general administration support services.

**ENQUIRIES
APPLICATIONS**

: Mr MD Mtati Tel No: (040) 492 0213, Cell No: 060 973 8114
 : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
 Human Resource Management

**FOR ATTENTION
NOTE**

Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 29 May 2023

POST 16/49

: **FORESTRY FOREMAN REF NO: FOM27/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R171 537 per annum
 : Bloemhof (North West)
 : An ABET Level 4 or equivalent qualification coupled with 1 years' experience. Knowledge of harvesting methods, record keeping, and Supervisory. Sound organising and planning skills. Knowledge of operating a computer. Good communication (written and verbal), interpersonal, problem solving and

numerical skills. Ability to work with difficult people. Responsible and loyal. Honest and reliable. Ability to work under pressure. Ability to work with limited supervision. A valid driver's license.

DUTIES

: Conduct production activities in line with the operational plans. Allocate task to laborers as per production sheet. Check seedlings and plants for pests and diseases. Ensure harvesting activities. Prepare fire breaks. Oversee the maintenance of the nursery, plantation, and woodlots. Weed control. Watering and fertilising the plants. Render general support functions. Conduct stocktaking. Provide training and development to staff.

ENQUIRIES

: Ms. Nonzame Gobodwana Tel No: 053 927 0843 (North West)

APPLICATIONS

: must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION

: Human Resources Management

NOTE

: Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

: 29 May 2023

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 26 May 2023 before 12h00 noon No late applications will be considered.
 : Take Note of The Disclaimer Mentioned on Each Advert. It is mandatory that applications which consist of a signed Z83, and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications send to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post 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 or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicate above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard). When applying through the online system, applicants are required to attach copies of all qualifications including National Senior Certificate/Matric certificate/equivalent/ID, etc., however, these documents need not be certified at the point of application, but certification will be required prior to attending the interview. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short- listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

- POST 16/50** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT - CONTRACT MANAGEMENT REF NO: DD/CM/SCM/2023/05-1P**
Supply Chain Management
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office Pretoria
REQUIREMENTS : A recognized and relevant three-year National Diploma/B Degree (at least 360 credits) or equivalent three-year qualification (at least 360 credits) in Supply Chain Management or Legal or related field. Six (6) years appropriate proven experience in Supply Chain Management of which three (3) years was at a managerial/supervisory level (ASD). Candidates with exposure in Contract management will receive preference. Computer literacy that includes a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Knowledge of Employee benefits. Knowledge of Financial Management. Knowledge of Public Finance Management Act, PPR 2022 and Treasury Regulations. Knowledge of GEPF services and products. Knowledge of relevant Legal requirements, particularly BCEA and GPAA Policies and procedures, including Public Service Act. Knowledge of Project Management. Knowledge of Supply Chain Management Processes. Knowledge of Strategic Planning. Analytical skills. Strong leadership and managerial skills. Financial skills. Planning and Organizing skills. Decision making and problem-solving skills. Communications skills (verbal and written). Motivating skills. Ability to establish controls to monitor tasks. Persuasiveness and flexibility. Customer service orientation. Ability to take responsibility. Ability to work under pressure. Ability to delegate. Integrity/reliability and honesty. Quality and results orientated.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks within SCM, which includes but are not limited to the following: Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake, and review the monitoring, analyses, and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery off goods/services. Manage the coordination, review and monitoring of contract compliance by: Determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regards to financial and HR administration: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees.
- ENQUIRIES** : Miss Zamashandu Mbatha Tel No: 011 884 8010; Email: zamashandu@afrizan.co.za
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to applicationsgpaa@afrizan.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is to manage the sub-directorate: contract management, to develop, review, and implement a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations, and addenda to contracts. One permanent position of Deputy Director: SCM (Contract Management) is currently available at Supply Chain Management in GPAA.

- POST 16/51** : **CALL CENTRE AGENTS REF NO: CCA/CRM/2023/05-07C**
Client Relationship Management
(24 months contracts)
- SALARY** : R241 485 per annum (Level 06), (basic salary), plus 37% in lieu of benefits
CENTRE : Pretoria (Trevenna Office)
REQUIREMENTS : An appropriate three-year tertiary qualification (at least 360 credits) with 18 months proven experience in handling life insurance/employee benefits or client relationship management/client care enquiries in a Call Centre OR A Grade 12 Certificate/Senior Certificate (Matric)/equivalent qualification with three (3) years proven experience in handling life insurance/employee benefits or client relationship management/client care enquiries in a Call Centre. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of the Public Service Act. Knowledge of Principles of the GEP Law. Knowledge of Employee Benefits. Knowledge of Microsoft Office products (Computer Literacy). Excellent communications skills, both verbal and written. Excellent problem solving skills. Time management skills. Ability to communicate with clients. Ability to work in a team. Self-management (ability to work independently).
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Handling inbound and outbound calls: Receive incoming calls; Respond to client enquiries by providing correct information; Escalate unresolved queries to the assistant manager and business units; Check database for outstanding documents or information. Resolve Customer queries through telephone, e-mail, web and fax: Receive, handle and resolve all incoming customer queries; Respond to incoming client queries using information from system; Provide a service that exceeds customer expectations at all times; Handle customer information in a professional and confidential manner; Capture data about all incoming queries.
- ENQUIRIES** : Mxolisi Makhasana Tel No: 011 941 1953
APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to recruit3@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is: To provide professional call centre and enquiry resolution services to all stakeholders and customers of GPAA. Seven contract positions are available at GPAA Call Centre on 24 months contract based at Trevenna Pretoria.

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

<u>CLOSING DATE</u>	:	29 May 2023
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms TP Moepi
<u>NOTE</u>	:	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 only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply 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 prior to the final selection phase. Applications should be on one PDF format (If emailed). 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

<u>POST 16/52</u>	:	<u>DIRECTOR: AFFORDABLE MEDICINE REF NO: NDOH 12/2023</u> Directorate: Affordable Medicine
<u>SALARY</u>	:	R1 105 383 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate recognized Bachelor's degree (NQF 7) in Pharmacy or equivalent NQF 7 qualification in Pharmacy. A post graduate qualification in the relevant field will be an advantage. At least five (5) years' experience in the middle management position. Experience should include Financial and HR Management, policy development and analysis, preparation of legislation and monitoring and evaluations. Extensive knowledge of relevant national regulations and policies within pharmaceutical industry as well as the Health Act, PFMA and Procurement policies. Extensive knowledge of human resources, Public Service Act and Public Service Regulation. Extensive knowledge of strategies regarding the pharmaceutical industry and procurement of pharmaceutical products and technologies. Good communication (verbal and written), leadership, analytical, problem solving, facilitation, monitoring and evaluation, research and computer skills (MS Office

- package). Ability work independently and as team player. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Governance, policy and oversight over pharmaceutical services. Manage the National Pharmaceutical Services Committee that reports to the Technical National Health Council Committee. Ensure the management of essential medicines to promote access to quality medicines that are safe and cost effective. Manage all aspects of review of Essential Medicines List (EML) for different levels of care. Manage the contracting and supply of medicines. Implement strategies to ensure medicine availability. Implement the antimicrobial resistance strategy. Support the implementation of medicine information systems and manage information to provide data to the National Surveillance Centre. Manage the budget allocated to develop and roll-out new health information systems in preparation for NHI. Manage the licensing of pharmaceutical premises and authorized prescribers to dispense medicines. Management of risk and audit queries. Develop and implement risk management plan.
- ENQUIRIES** : Ms K Jamaloodien Tel No: 012 395-8130
- NOTE** : Please note that preference will be given to African, Coloured, Indian and White Males as well as Persons with Disabilities

OTHER POSTS

- POST 16/53** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: NDOH 14/2023**
Chief-Directorate: Information and Communication Technology
- SALARY** : R811 560 per annum (basic salary), (an all-inclusive remuneration package) consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors' Degree/National Diploma (NQF 6) in Information Technology / Information Systems / Computer Systems qualification as recognized by SAQA. ITIL, CompTIA Security+/ISO 27001 or equivalent IT security certificate will be an advantage. At least five (5) years' experience in the Information Technology environment at the level of Assistant Director or equivalent position. Knowledge of IT service management (ITIL), configuration, availability and capacity management. ICT network (WAN and LAN technology). IT infrastructure lifecycle management, IT infrastructure auditing and WAN/LAN network roll out IT security. Good management of Linux and Microsoft OS based systems, project management and system administrator skills. Ability to work independently and in a team, good communicator, proactive and work irregular hours.
- DUTIES** : Conduct and ensure daily ICT security management and implementation in the department. Place ICT security issues on the agenda of the Departmental security committee. Monitor compliance with public service information security policies and procedures. Develop and implement mechanisms to identify security breaches. Coordinate departmental information security infrastructure. Ensure that the Department IT security infrastructure (routers, switches, proxy etc.) is configured in a secure manner, and in line best practices. Monitor the efficient and effective operation of the Departmental IT security infrastructure on a daily basis. Ensure that the ISMS and related data is backed up and protected. Develop policies, strategies, plans and procedures to mitigate ICT security risk. Identify all ICT security and service support risks that may affect the provision and quality of ICT services. Develop a Departmental IT security frame work, policy, standards and procedures (including incident response process). Manage various ICT security projects and related initiatives. Conceptualize, plan, schedule and ensure that ICT security projects are delivered on time and specified quality requirements. Manage team of staff members and ICT directorate risk management. Manage performance of employees responsible for systems support and ICT security management. Enter into Service Level Agreement with the service delivery and ICT infrastructure team in line with the Departmental ICT Service standard.
- ENQUIRIES** : Mr A Mabuza Tel No: 012 395-8647
- NOTE** : Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.

<u>POST 16/54</u>	:	<u>ASSISTANT DIRECTOR: TRAVEL AND ACCOMMODATION REF NO: NDOH 15/2023</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R424 104 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or equivalent NQF 6 qualifications in Finance / Accounting / Supply Chain Management / Travel and Transport Logistics and/or Logistics Management. Degree (NQF 7) will be an advantage. At least three (3) years' relevant experience in the travel and accommodation field at supervisory level and overall Travel and Accommodation Management. Knowledge of Government Transport policies and Circular Financial Delegations, travel and transport logistics, transversal systems (Logis & BAS), PFMA and Public Service Act/Regulations and Treasury policies and prescripts. Good communication (verbal and written), job knowledge, interpersonal relations, managing conflict and emotional intelligence, time management, leadership and computer skills (MS Office packages).
<u>DUTIES</u>	:	Reconcile statement and verify travel invoices for payment purposes. Ensure correctness of invoices in all respects. Resolve disputes pertaining to travel in preparation for final reconciliation and payment. Verify and authorise requests memos and general travel administration. Ensure that booking requests are properly authorised, to ensure accountability. Verify authentication of cost centres prior to journal authorisation. Ensure the budget allocations are correct. Monitor travel services, stakeholder relations management. Ensure effective overall travel services. Management of appointed travel agency. Manage human resource and audit query. General supervision of employees. Ensure travel risks are minimized. Ensure compliance to the Departmental Transport Policy. Collect, verify and authenticate information for financial statements inputs and other oversight bodies. Submission of accurate and complete inputs for financial statements e.g. Accruals. Timely submission of accurate information to AGSA.
<u>ENQUIRIES</u>	:	Mr A. Diljan Tel No: 012 395-9511
<u>POST 16/55</u>	:	<u>RADIOGRAPHER GRADE 1 REF NO: NDOH 13/2023</u> Directorate: Medical Bureau for Occupational Diseases
<u>SALARY</u>	:	Grade 1: R359 622 - R408 201 per annum, as per OSD
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. At least one (1) year relevant experience as a Diagnostic Radiographer after registration with the HPCSA. Knowledge of diagnostic procedures in accordance with the required competencies, radiation protection and safety, quality control (QC), quality assurance (QA) and correct KVP and MAS selection. Knowledge of quality control, ALARA principles and understanding of the Public Service Regulations. Knowledge of the general radiological process management, health and safety policies, national and provincial policies. Knowledge of provisioning and procurement procedures and departmental training and facilities, and basic levels of pattern recognition. Good communication (verbal and written), presentation, planning, organizing, problem solving, decision making, conflict and personnel management skills. Ability to treat patients with empathy and according to department protocols on patient support and Batho Pele Principals.
<u>DUTIES</u>	:	Ensure the quality of the clinical radiographic work, while ensuring quality service delivery and radiation protection on workers and ex mine workers accessing benefits medical examination at the Medical Bureau for Occupational Diseases. Register patients as and when x-rays are performed on them. Compile monthly statistical report on workers and ex workers accessing benefit medical examination and participate in outreach programs. Provide awareness, training, and support on BME process for benefit medical examination to the relevant stakeholders. Perform established administration duties and record keeping for the work. Perform all prescribed and implemented quality control tests daily, monthly, quarterly, and annually. Assist the administration unit with the processing of BME application, verifying of submitted BME application and capturing of BME application data. Management of risk and audit queries, while ensuring radiation safety to staff, patients, and the public.

- ENQUIRIES** : Ms R Setuke Tel No: 011 356-5607
- POST 16/56** : **SENIOR INTERNAL AUDITOR REF NO: NDOH 18/2023 (X2 POSTS)**
Chief-Directorate: Internal Audit and Risk Management
(3 Year Contract)
- SALARY** : R359 517 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree / National Diploma (NQF 6) in Accounting / Internal Auditing qualification as recognized by SAQA. A completed Internal Audit Technician (IAT) programme and be a member of Institute of Internal Auditors. A completion of Professional Internal Audit (PIA program) will be an advantage. Knowledge of the Constitution of the RSA, 1996, PFMA and Treasury Regulation, Public Service Act, 1994, Public Service Regulation, 2016, and public service policies and procedures. Understanding and implementation of the audit process as well as knowledge in internal auditing, risk management and accounting. Good communication (written and verbal), supervisory, analytical, report writing and computer literacy (Microsoft Office package) skills. Ability to follow a proactive and creative problem-solving approach. A valid driver's license.
- DUTIES** : Contribute to the development of the Strategic Internal Audit plans. Participate in the identification of the key risk area for the institution emanating from current operations as set out in the strategic plan and risk management strategy and in the development of the three year strategic risk based internal audit plans. Provide assistance in the maintenance of efficient and effective controls in evaluating the principal recipient's/sub-recipient's control/objectives. Participate in the development of the proposals to determine the scope of allocated internal audit engagements. Collect, analyze and interpret data for purposes of the development of the engagement work programme. Collect information and participate in the compilation of reports to the management and audit committee/relevant governance structure. Compare progress reports against audit plan, participate in the compilation of quarterly and annual reports. Management of risk. Collect information and report to supervisor risks that relate to area of responsibility.
- ENQUIRIES** : Mr A Masemola Tel No: 012 395-8453
- POST 16/57** : **HUMAN RESOURCE PRACTITIONER REF NO: NDOH 16/2023**
Directorate: Human Resource Administration
- SALARY** : R294 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma (NQF 6) in Human Resource Management as recognized by SAQA. At least two (2) years' experience in Human Resource Management field. Knowledge of PERSAL and understanding of the legislative framework governing the Public Service. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as the Health Act and the Regulations pertaining to the Act. Good communication (verbal and written), interpersonal, problem solving, analytical, client orientated, organizing and computer literacy skills. Ability to maintain high level of confidentiality. A valid driver's license.
- DUTIES** : Fast track the filling of vacancies through overseeing the administration and implementation of the recruitment and selection process and being pro-active during the process. Management of risk through coordination of relevant post-interview processes and oversee timeous compilation and submission of the panel's recommendation for approval. Provide advice to all stakeholders to the process regarding policy and legislative requirements on a daily basis, maintain and update vacancy data and statistics monthly. Provide assistance in the development, review, analysing and monitoring of HR plan, policies, and guidelines as well as conducting information sessions/presentations.
- ENQUIRIES** : Ms N Mafikeng Tel No: 012 395-8609
NOTE : Preference will be given to African, Coloured, White and Indians males.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Vhembe TVET College)
(Maluti TVET College)**

OTHER POSTS

POST 16/58 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: VTVET55/2023**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
: Central Office
: Grade 12 Certificate or NC(V) Level 4 certificate or equivalent. An appropriate 3-year Diploma/Degree Qualification. Must have Assessor and Moderator Qualifications. SACE registration. A relevant post graduate qualification will serve as an added advantage. Five (5) years relevant experience in the TVET Sector delivering Academic Programmes or Occupational and Skills Programmes. Computer literacy (Preferable in MS Office) and a valid driver's license.

DUTIES : Identify new market trends to determine needs and opportunities; formulate strategies to expand delivery of occupational programmes. Facilitate administrative management of projects (including requisite registration of learners with respective authorities) verification and certification of programmes on offer in the projects; Occupational qualifications policy development and implementation; OHS compliance; moderations with the respective authorities including QCTO, SETA's, DHET and host employers; Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities. Partnerships with industries. Facilitate the certification process for competent learners in accordance with relevant legislation and QCTO requirements. Ensure development and implementation of relevant policies. Keep abreast with the latest district, regional and national skills needs to ensure relevance, quality assure all occupational projects assigned to the campuses.

ENQUIRIES APPLICATIONS : should be directed to Ms Makungo F Tel No: 015 963 7095/7066
: quoting the relevant reference number to the Principal, Vhembe TVET College, Private bag X2136, SBASA, 0970 or applications may also be hand delivered to the HR Manager at central office, site 203. Unit A, Sibasa.

NOTE : applications must be submitted accompanied by the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Vhembe TVET College is an equal opportunity employer and the College reserves the right to withdraw any post at any time. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to verifications and screening of background before appointment. Applicants who have not been contacted within three months of the closing date of advertisement should accept that their applications were unsuccessful.

CLOSING DATE : 26 May 2023 at 12:00

POST 16/59 : **ASSISTANT DIRECTOR: STUDENT SUPORT SERVICES REF NO: HO/07/23**

SALARY CENTRE REQUIREMENTS : R527 298 per annum, plus benefits
: Head Office
: Matric and a recognised Bachelor of Psychology, BA Degree or relevant qualification. At least five-years relevant experience in a Student Support environment with a minimum of two-years supervisory experience and two-years in Education/Teaching and Learning environment or related field. Advanced experience in interpretation, development or related field. A valid driver's licence.

- DUTIES** : Oversee the administration of the Service Support Services unit. Manage student counselling across the college. Provide students with career guidance, counselling and academic support. Oversee and maintain the sport, recreation, arts and culture activities for the students. Facilitate student governance and student leadership development. Management of all Human, Financial and other resources of the unit.
- ENQUIRIES APPLICATIONS** : Mr. L Blani Tel No: 041 996 1836/1800/8849 or 067762611
Should be directed to HRrecruit@emcol.co.za or hand delivered to: Human Resources Section; Eastcape Midlands TVET College; Brickfields Road Campus; 02 Brickfields Road Uitenhage, 6229.
- NOTE** : To Apply: Applications must be submitted on a completed and signed Z83 form for support staff posts, comprehensive CV. Failure to submit the requested documents will result in the application not being considered. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Eastcape Midlands TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023
- POST 16/60** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: HO/08/23**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, plus benefits
Head Office
Matric and a recognised Bachelor Degree /B. Tech (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting. At least 5 years' relevant experience in Finance with at least 2 years supervisory experience and 2 years functional experience in Finance. Completed articles and external auditing experience will be an added advantage. Experience in the TVET sector will be an added advantage. A valid driver's licence.
- DUTIES** : Collection and Recording of Revenue - Cashier, banking services and electronic payments - Debt Management - Monitoring and reporting on revenue. Expenditure Management - Compensation of employees - Goods and services - Transfers and subsidies. Reporting. Year end and month end close out processes and procedures. Supervise employees to ensure an effective financial accounting service. Liaise with Auditors (internal and external).
- ENQUIRIES APPLICATIONS** : Ms. N Thompson Tel No: 041 996 1901
Should be directed to HRrecruit@emcol.co.za or hand delivered to: Human Resources Section; Eastcape Midlands TVET College; Brickfields Road Campus; 02 Brickfields Road Uitenhage, 6229
- NOTE** : To Apply: Applications must be submitted on a completed and signed Z83 form for support staff posts, comprehensive CV. Failure to submit the requested documents will result in the application not being considered. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Eastcape Midlands TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023
- POST 16/61** : **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: HO/08/23**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, plus benefits
Head Office
Matric and a National Diploma / Degree in Human Resources Management / Public Administration / Public Management or relevant qualification (NQF Level 6/7). At least 5 - 10 years in an HR environment with at least 2 years supervisory experience. Experience in the TVET sector will be an added advantage. A valid driver's licence.
- DUTIES** : Oversee Human Resources Management and Administration services. Oversee Human Resources Development services. Coordinate and facilitate Organisational Development services. Coordinate and facilitate Human Resources Planning (HRP) and Employment Equity (EE) Services. Provide Employee Health and Wellness (EHW). Develop and implement Human Resources policies and manuals. Management of all Human, Financial and other resources of the unit. Manage Recruitment and Selection and report accordingly. Provide training, guidance and support to HR Staff, Line Managers

and Employees. Authorize and quality assure all mandates and transactions related to OSD and non-OSD appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage grading of ALL staff. Manage Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Manage the Performance Plan and Development System (PMDS/IQMS) of all staff in the institution and staff under supervision. Develop and monitor Operational Plans and SOP's related to HR. Overall Management of Human Resources general administration in the human resources management division which includes amongst others, service benefits, recruitment and selection, effective management of staff establishment and leave management. Perform any other duties delegated by the Head of Department.

- ENQUIRIES APPLICATIONS** : Ms. N Thompson Tel No: 041 996 1901
 : Should be directed to HRrecruit@emcol.co.za or hand delivered to: Human Resources Section; Eastcape Midlands TVET College; Brickfields Road Campus; 02 Brickfields Road Uitenhage, 6229.
- NOTE** : To Apply: Applications must be submitted on a completed and signed Z83 form for support staff posts, comprehensive CV. Failure to submit the requested documents will result in the application not being considered. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Eastcape Midlands TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023
- POST 16/62** : **HEAD OF ADMINISTRATION**
- SALARY CENTRE** : R424 104 per annum, plus benefits
 : High Street Campus Ref No: HS/03/23
 : Park Avenue Campus Ref No: PA/03/23
 : Heath Park Campus Ref No: HP/02/23
 : Thanduxolo Campus Ref No: TDX/02/23
 : Charles-Goodyear Campus Ref No: CGY/03/23
 : Graaff-Reinet Campus Ref No: GRT/06/23
 : Grahamstown Campus Ref No: GT/02/23
- REQUIREMENTS** : Matric and a National Diploma (NQF 6) in Public Management/ Administration or relevant qualification. An appropriate Qualification in Education or advanced diploma in Education will be an added advantage. A minimum of five-years relevant experience in the TVET sector. A minimum of three-years of supervisory experience in the TVET sector with strong administration background. A valid driver's license.
- DUTIES** : Good understanding of both NCV, Report 191 and Occupational programmes. Understanding of the CET legislation. Oversee the academic and student administration support services. Oversee student registration and examination administration process. Oversee and coordinate human resource administration services. Oversee and coordinate financial, asset and supply chain management services. Oversee campus infrastructure, maintenance and fleet management services. Provide general administration support services and maintain a proper filing system. Management of human, physical and financial resources: General management and supervisory.
- ENQUIRIES APPLICATIONS** : Ms. N Thompson Tel No: 041 996 1901
 : Should be directed to HRrecruit@emcol.co.za or hand delivered to: Human Resources Section; Eastcape Midlands TVET College; Brickfields Road Campus; 02 Brickfields Road Uitenhage, 6229
- NOTE** : To Apply: Applications must be submitted on a completed and signed Z83 form for support staff posts, comprehensive CV. Failure to submit the requested documents will result in the application not being considered. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Eastcape Midlands TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023

POST 16/63 : **PROJECT CO-ORDINATOR NATIONAL SKILLS FUND & SPECIAL PROJECTS REF NO: MALUTITVET/PC/KWE008/2023**
College Council Appointment: 3 Years Contract

SALARY : R294 321. per annum (Level 07)
CENTRE : Kwetlisong Campus (Phuthaditjhaba)
REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. 3-year Recognized National Diploma/Degree (NQF 6) in Project Management or relevant qualification. Minimum of two years' experience in coordinating occupational programmes. Minimum of two years' experience in coordinating projects. Minimum of three years' experience in working with SETA's. Recommendation: Unendorsed Valid Driver's Licence. Computer literacy. Leadership, management, and project management skills. Good communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills.

DUTIES : Planning, overseeing, and leading the NSF projects from commencement through to completion. Interact with a range of internal and external stakeholders involved with the NSF project. Oversee the compilation of performance and financial reports. Present reports to the relevant stakeholders. Participate in NSF verification processes. Track the NSF budget spending and report accordingly. Lead the NSF project planning sessions. Coordinate staff and internal resources. Manage NSF project progress and adapt work as required. Ensure NSF projects meet deadlines as per the NSF requirements. Manage relationships with clients and stakeholders. Design and facilitate the signing off on contracts and other relevant documents. Oversee all NSF related incoming and outgoing project documentation. Conduct project review and draw detailed reports as and when needed. Managing large and diverse teams and work collaboratively with all units at the college.

ENQUIRIES : Mr L Ubisi/ Ms TP Mathipe Tel No: 058 303 1732
APPLICATIONS : All applications should be posted to: Assistant Director Human Resource Management & Development: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed or Emailed applications will be accepted.

NOTE : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

CLOSING DATE : 02 June 2023 at 13:00

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : Free State: Independent Police Investigative Directorate, Private Bag X20708, Bloemfontein, 9301 or hand deliver to 15 Cnr Andrew & Wesburger Street, ground floor, standard Bank Building, Bloemfontein 9300.
- FOR ATTENTION** : Ms N Motaung
- CLOSING DATE** : 26 May 2023
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct 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 form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). 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 vetting process. 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. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POST

<u>POST 16/64</u>	:	<u>PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2023/24</u>
<u>SALARY</u>	:	R241 485 per annum (Level 06)
<u>CENTRE</u>	:	Free State
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering support service to Senior Management. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Compute skills. High level of reliability. Written communication skills, ability to do research and analyse documents and situation. Self-management and motivation. Basic knowledge on financial administration. Knowledge of relevant legislation, policies, prescript and procedures.
<u>DUTIES</u>	:	Provide secretarial-receptionist support service to the manager. Performs advanced typing work. Receive telephone calls in an environment where in addition to the calls for the senior manager discretion is required to decide to whom the calls should be forwarded. Records the engagements of the senior manager. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of the documentation in the office of the manager in line with relevant legislation and policies. Response to enquiries received from internal and external stakeholders. Draft documents as required. Manage the leave register and telephone accounts for the manager. Handle procurement of standard items like stationery-refreshments-etc for the activities of the manager and the unit. Prioritise issues in the office of the manager. Provide support to the manager regarding meetings. Collects and compile all necessary documents for the manager to inform him/her on the contents. Record minutes' decisions and communicate to relevant role players. Follow up on progress made. Studies the relevant public service and departmental prescripts, policies procedures and other documents and ensure that the application thereof is understood properly. Remains abreast with the procedures and processed that apply in the office of the manager. Remains up to date with regards to the prescripts-policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Mr T Komphela Tel No: (051) 406 6800

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	29 May 2023
<u>NOTE</u>	:	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 only when shortlisted. 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

<u>POST 16/65</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Joe Gqabi District – Sterkspruit Ref No: 59/23EC: (This is a re-advertisement: candidates who previously applied are encouraged to re-apply) Nelson Mandela Metro – Gqeberha Ref No: 58/23EC: (This is a re-advertisement: candidates who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial Management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number

<u>POST 16/66</u>	:	<u>COURT MANAGER (X2 POSTS)</u>
<u>SALARY</u>	:	R527 298 – R617 622 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Ngwelezane Magistrate Court Ref No: 23/65/KZN Magistrate Phalala Ref No: 32/23/LMP
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/ Degree qualification (NQF level 6) as recognized by SAQA in Public Administration/ Management/ Law/ Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management, impact and influence; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, Human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms. M.P. Khoza Tel No: (031) 372 3000 Limpopo: Ms Mongalo MP Tel No: (015) 287 2037 or Ms Manyaja P.M. Tel No: (015) 287 2026
<u>APPLICATIONS</u>	:	KwaZulu-Natal: Quoting the relevant reference number and direct your application to: The Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference number.
<u>POST 16/67</u>	:	<u>OFFICE MANAGER TO THE PROVINCIAL HEAD REF NO: 2023/64/GP</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Management/ Administration; A minimum of 3 years' relevant experience in Administration at supervisory level. Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA) and regulatory framework/guidelines and prescripts, Procurement directives and procedures; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policy and prescripts. Skills and Competencies: Applied Strategic thinking; Applying Technology; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Developing Others; Diversify Management; Impact and Influence; Managing Interpersonal Conflict and Resolving Problems and Organising; Problem Solving and Decision Making; Project Management; Team Leadership.
<u>DUTIES</u>	:	Key Performance Areas: Develop a project performance monitoring tool and system; Provide Project Stakeholder Management; Provide project administration and project coordination; Manage general support and resources services in the office; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms R R Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 or Physical Address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7 th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg

- POST 16/68** : **ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT REF NO: 33/23/LMP**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Provincial Office
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA in Human Resource Management/ Human Resource Development; A minimum of 3 years at supervisory level in Human Resource Development environment; Knowledge of Skills Development Act, Employment Equity, Basic Conditions of Employment act and Departmental Bursary Schemes; Job knowledge of Skills, Learnership and Internship within Public Services. Skills and Competencies: Computer literacy; Personal attributes; Applied strategic thinking; Applied technology; Budgeting and financial management; Good Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Good Interpersonal skills; Planning and organizing; Problem solving and decision making; Project management; Team leadership; Facilitation/ presentation skills.
- DUTIES** : Key Performance Areas: Facilitate and implement Workplace Skills Plan (WSP); Facilitate and implement training and development programmes; Facilitate and implement bursary and study assistance programmes; Facilitate and implement learnership and internship programmes; Provide effective people management.
- ENQUIRIES** : Ms. Phalane M.R Tel No: (015) 287 2036 or Mr. Lamola V.M Tel No: (015) 287 2147
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 Or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.
- POST 16/69** : **ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 39/23/NC/SA (X2 POSTS)**
- SALARY** : R341 778 – R935 108 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Kimberley
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years' appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal); Problem solving and conflict management; Accuracy and attention to details.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court; Constitutional Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.
- ENQUIRIES** : Ms. D Joseph Tel No: (053) 802 1300
- APPLICATIONS** : The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.
- NOTE** : Shortlisted candidates will be required to submit a current certificate of good standing from the relevant Legal practice Council must accompany the application.
- POST 16/70** : **ADMINISTRATIVE OFFICER REF NO: 34/23/LMP**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Ga - Kgapane
- REQUIREMENTS** : 3 years Degree/ National Diploma in Office administration or equivalent qualification (NQF level 6); 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of

- Financial Management (Vote and Trust Account) and Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Ms. Mathosa M.F Tel No: (015) 287 2035 or Mr. Mongwe P.M Tel No: (015) 287 2034
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- POST 16/71** : **ADMINISTRATIVE OFFICER REF NO: 37/23/NC/SA**
- SALARY** : R359 517 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Kimberley
- REQUIREMENTS** : 3 years Degree/ National Diploma in Office administration or equivalent qualification (NQF level 6); A minimum of 2 years' experience in office administration and finance; Knowledge of the Public Finance Management Act, Departmental Financial Instructions (DFI) and Treasury Regulations; A valid driver's license. Skills and Competencies: Computer literacy (MS office); Interpersonal relations; Communication skills (verbal and written); Planning and organizing skills; Problem solving skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Perform budget administration service on behalf of the State Attorney Office; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; Provide effective people management; Manage the overall statistics of the office.
- ENQUIRIES** : Ms. D Joseph Tel No: (053) 802 1300
- APPLICATIONS** : The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.
- POST 16/72** : **INTERNAL AUDITOR: COMPUTER AUDIT & DECISION SUPPORT REF NO: 23/50/IA**
- SALARY** : R343 815 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Bachelor's Degree or National Diploma in Auditing, Information Systems, Computer Science; At least 1 year experience in Computer Auditing; Knowledge of IT Audit related standard such as COBIT, DPSA ICT Framework, IT Governance and Security Framework (ISO), ITIL and also a member of Information System Audit and Control Association (ISACA), CAATS and Teammate software; Knowledge and understanding of Public Finance Management Act, relevant governance prescripts, including Treasury Regulations and Interpretation of statutes. Skills and Competencies: Computer literacy; Creative thinking; Customer service orientation; Problem solving and analysis; Interpersonal skills; Communication skills; Planning and organizing; Financial management.
- DUTIES** : Key Performance Areas: Control the adequacy and effectiveness of internal controls in the IT environment; Identify application controls (input, processing and output controls); Evaluate integrity, availability and security of management information.
- ENQUIRIES** : Mr S. Kgafela Tel No: (012) 315 1042
- APPLICATIONS** : 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 16/73** : **PRINCIPAL COURT INTERPRETER REF NO: 35/23/LMP**
- SALARY** : R343 815 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Seshego
: NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF 5; 5 years' practical experience as a Court Interpreter with a minimum of 2 years supervisory experience; Proficiency in English and two or more indigenous languages (preference will be given to languages used in area) Language requirements: English, Afrikaans, N. Sotho, Tsonga and Venda; A valid driver's license. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise court interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Procure Foreign Language Interpreters and Casual Interpreters.
- ENQUIRIES** : Ms Manyaja PM Tel No: (015) 287 2026 or Mr Lamola V Tel No: (015) 287 2147
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0700.
- POST 16/74** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3 REF NO: 57/23EC**
- SALARY** : R294 411 – R500 715 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The Family Advocate, East London
: Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing and conflict resolution; Evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries, interview parties and source references in family law disputes to townships and rural areas.
- ENQUIRIES** : Mr A Jilana Tel No: (043) 702 7000 / 7010
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : shortlisted candidates will be required to submit proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP.
- POST 16/75** : **PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 23/34/CFO**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : National Office: Pretoria
 : An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/Public Administration/Supply Chain Management/Logistic Management; A minimum of 3 years' experience in Assets Management of which 1 year should be at supervisory/team leader level; Knowledge and understanding of the Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Departmental Financial Instructions (DFI) and BAS; Knowledge of Supply Chain Management prescripts procurement policies, Assets management framework and policies. Skills and Competencies: Good communication (written and verbal) skills; Creative thinking; Decision making; Problem analysis; Self-management; Technical proficiency.
- DUTIES** : Key Performance Areas: Provide logistical services; Provide asset management services; Render asset management reconciliation and accounting; Facilitate asset disposal process; Facilitate asset verification; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr. J. Maluleke Tel No: (012) 315 1090
 : 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 16/76** : **ADMINISTRATIVE OFFICER LEGAL SERVICES REF NO: 23/66/KZN**
 Re-advertisement: candidates who previously applied are encouraged to re-apply
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, KwaZulu Natal
 : A three year National Diploma/Bachelor's Degree in Administration or equivalent relevant qualification (NQF level 6); 3 year experience in the Justice System and/or relevant sector environment; A valid driver's license. Skills and Competencies: Computer literacy (including Word, Excel, PowerPoint); Facilitation and presentation skills; Good Interpersonal relations; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
- DUTIES** : Key Performance Areas: Provide secretariat services in the Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; Coordinate, collate and analyse statistics from the courts and stakeholders; Deal with complaints and ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts, Children's Courts, Protection from Harassment) as well as Small Claims courts in the province; Organize and participate in outreach programmes and trainings in the province; Deal with general administrative duties within the Directorate as required.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
 : Quoting the relevant reference number and direct your application to: The Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 16/77** : **ADMINISTRATIVE OFFICER COURT OPERATIONS REF NO: 23/67/KZN**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Durban
 : A three-year National Diploma (NQF Level 6) in Office Administration or related qualifications; A minimum of 3 years' experience in Court Administration/management of which one year should be at supervisory or team leader level; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, ICMS and JMIS; A valid driver's license. Skills And Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.

- DUTIES** : Key Performance Areas: Collate, analyse and consolidate report and submit Transcription Report from courts; Consolidate and assess case flow meetings reports for all courts in KZN. Provide effective administration for the unit; Consolidate Appeals application, leave to appeal, Petitions and reviews of reports of all courts in KZN by receiving monthly reports from courts and monitor compliance; Maintain effective and efficient financial management.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: The Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
- POST 16/78** : **SENIOR COURT INTERPRETER REF NO: 23/68/KZN**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Newcastle
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum of three years practical experience in court interpreting; OR Grade 12- and ten-years practical experience in court interpreting; Proficiency in English and two or more indigenous languages (Afrikaans and IsiZulu); A valid driver's license will be an added advantage. Skills and Competencies: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No: (031) 372 3000
: Quoting the relevant reference number and direct your application to: The Provincial, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
- POST 16/79** : **SENIOR COURT INTERPRETER REF NO: 60/23EC**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Tsomo
: Grade 12 with 10 years' practical experience as a Court Interpreter or a Grade 12 with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5 plus 3 years' practical experience as a Court Interpreter; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); A valid driver's license. Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Utilized in more serious cases; Perform any other duties that may be assigned to in terms of rationalization of office.
- ENQUIRIES APPLICATIONS** : Mr A Jilana Tel No: (043) 702 7000 / 7010
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
- NOTE** : Applicants will be subjected to a language test – speak, read and written.
- POST 16/80** : **MAINTENANCE OFFICER: MR3 – MR5 REF NO: 23/69/KZN**
- SALARY** : R293 847 – R596 127 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Vryheid Magistrate Court
: LLB Degree or recognised 4-year legal qualification; At least 2 years post qualification legal experience; Knowledge and understanding of the maintenance system and family law matters; Knowledge of Maintenance Act (Act 99/1998); A valid driver's licence. Skills and Competencies: Excellent

		communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
<u>DUTIES</u>	:	Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
<u>ENQUIRIES</u>	:	Ms. M.P. Khoza Tel No: (31) 372 3000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number and direct your application to: The Provincial Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.
<u>POST 16/81</u>	:	<u>MAINTENANCE OFFICER (MR1 – MR5) (X2 POSTS)</u>
<u>SALARY</u>	:	R155 571 – R538 033 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Port Elizabeth Ref No: 55/23EC (This is a re-advertisement: candidates who previously applied are encouraged to re-apply) Magistrate, Lady Frere Ref No: 56/23EC (This is a re-advertisement: candidates who previously applied are encouraged to re-apply).
<u>REQUIREMENTS</u>	:	LLB Degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.
<u>DUTIES</u>	:	Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders. Provide effective people management to the Family Law Section and Maintenance Investigator.
<u>ENQUIRIES</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200.
<u>NOTE</u>	:	Port Elizabeth: Successful candidate will also be responsible to work at other offices in the Nelson Mandela Metro. Lady Frere: Successful candidate will also be responsible to work at other offices in the Chris Hani district. Separate application must be made quoting the relevant reference number
<u>POST 16/82</u>	:	<u>ESTATE CONTROLLER – EC1 (X4 POSTS)</u>
<u>SALARY</u>	:	R207 429 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court, Grahamstown: Ref No: 61/23EC (X1 Post) Master of The High Court: Kimberley Ref No: 35/23/NC/MAS (X2 Posts) Master of The High Court: Nelspruit Ref No: 2023/52/MP (X1 Post)
<u>REQUIREMENTS</u>	:	LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to details; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative functions of the office.
<u>ENQUIRIES</u>	:	Eastern Cape: Grahamstown Mr A Jilana Tel No: (043) 702 7000 / 7010 Kimberley: Ms. D Joseph Tel No: (053) 802 1300 Nelspruit: Mr. LT Mndebele Tel No: (013) 753 9366
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 Kimberley: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public

Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.

Nelspruit: Quoting the relevant reference number, direct your application to; Postal address: The Provincial Head, Department of Justice Constitutional Development; Private Bag X 11249; Nelspruit; 1200 or 4TH Floor Nedbank Building; 24 Brown Street; Nelspruit

NOTE

: People with disabilities are encouraged to apply. Separate application must be made quoting the relevant reference number

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 29 May 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs

MANAGEMENT ECHELON

- POST 16/83** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/229**
National Prosecutions Service
- SALARY** : R1 081 953 per annum (total cost package) – R1 679 754 per annum (total cost package) (LP-9)
- CENTRE** : DPP: Pietermaritzburg
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Thabsile Radebe Tel No: 033 392 8753
: e mail Recruit2023229@npa.gov.za

POST 16/84 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/230**
Specialised Commercial Crime Unit

SALARY : R1 081 953 per annum (total cost package) – R1 679 754.per annum (total cost package) (LP-9)

CENTRE : Limpopo
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required. Valid drivers licence.

DUTIES : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

ENQUIRIES APPLICATIONS : Thuba Thubakgale Tel No: 015 045 0285
: e mail Recruit2023230@npa.gov.za

POST 16/85 : **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R935 109 per annum (total cost package) - R1 515 504 per annum (total cost package) (Level SU-3)

CENTRE : CPP: Mmabatho (Taung) Ref No: Recruit 2023/232 (Re-advert)
: CPP:West Rand Ref No: Recruit 2023/233
: CPP: Modimolle (Groblersdal) Ref No: Recruit 2023/234

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf

		of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP: Mmabatho (Taung) - Flora Kalakgosi Tel No: 018 381 9041
		CPP: West Rand - Sydwell Namuhuchu Tel No: 011 220 4005
		CPP: Modimolle (Groblersdal) - Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	:	PP: Mmabatho (Taung) e mail Recruit2023232@npa.gov.za
		CPP: West Rand e mail Recruit2023233@npa.gov.za
		CPP: Modimolle (Groblersdal) e mail Recruit2023234@npa.gov.za
<u>POST 16/86</u>	:	<u>HEAD COURT CONTROL PROSECUTOR 3</u>
		National Prosecutions Service
<u>SALARY</u>	:	R935 109 per annum (total cost package) - R1 515 504 per annum (total cost package) (Level SU-3)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Empangeni (Mahlabathini)
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must manage, give guidance and train prosecutors. Good management and administrative skills.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the District and Regional court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Anele Ngubane Tel No: 031 334 5049
<u>APPLICATIONS</u>	:	e mail Recruit2023235@npa.gov.za
<u>POST 16/87</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2023/231</u>
		Specialised Commercial Crime Unit
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	Polokwane
	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters, money laundering, PFMA and MFMA. Appear in court in motion applications pertaining to criminal matters

and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Identify and refer matters to AFU.

- ENQUIRIES** : Thuba Thubakgale Tel No: 015 045 0285
- APPLICATIONS** : e mail Recruit2023231@npa.gov.za
- POST 16/88** : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service
- SALARY** : R570 921 per annum (excluding benefits) - R1 308 663 per annum (total cost package) (Level LP-5 to LP-6)
- CENTRE** : CPP: Johannesburg Ref No: Recruit 2023/236 (X7 Posts)
CPP: East Rand Ref No: Recruit 2023/237
CPP: Polokwane (Tzaneen) Ref No: Recruit 2023/238 (X2 Posts)
CPP: Polokwane Ref No: Recruit 2023/239
CPP: Polokwane (Lenyenye) Ref No: Recruit 2023/240
CPP: Modimolle (Mahwelereng) Ref No: Recruit 2023/241
CPP: Modimolle (Groblersdal) Ref No: Recruit 2023/242
CPP: Modimolle (Lephalale) Ref No: Recruit 2023/243
CPP: Modimolle (Mokopane) Ref No: Recruit 2023/244
CPP: Thohoyandou (Sibasa) Ref No: Recruit 2023/245
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Decision making skills. Good administrative skills.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of argument and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
- ENQUIRIES** : CPP: Johannesburg - Veronica Nonyane Tel No: 011 220 4020
CPP: East Rand - Yasmeen Mbawana Tel No: 011 220 4083
CPP: Polokwane; CPP Modimolle & CPP Thohoyandou - Thuba Thubakgale Tel No: 015 045 0285
- APPLICATIONS** : CPP: Johannesburg e mail Recruit2023236@npa.gov.za
CPP: East Rand e mail Recruit2023237@npa.gov.za
CPP: Polokwane (Tzaneen) e mail Recruit2023238@npa.gov.za
CPP: Polokwane e mail Recruit2023239@npa.gov.za
CPP: Polokwane (Lenyenye) e mail Recruit2023240@npa.gov.za
CPP: Modimolle (Mahwelereng) e mail Recruit2023241@npa.gov.za
CPP: Modimolle (Groblersdal) e mail Recruit2023242@npa.gov.za
CPP: Modimolle (Lephalale) e mail Recruit2023243@npa.gov.za
CPP: Modimolle (Mokopane) e mail Recruit2023244@npa.gov.za
CPP: Thohoyandou (Sibasa) e mail Recruit2023245@npa.gov.za
- POST 16/89** : **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2023/246**
Strategy Management Office
- SALARY** : R424 104 per annum (Level 09), (excluding benefits)
- CENTRE** : DPP: Kimberley
- REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making.

DUTIES : Provide financial support services to the region. Provide supply chain administration services to the region. Monitor the provision of Asset Management services within the region. Monitor and Manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the Regional Officer. Supervisor staff members.

ENQUIRIES : Nicholas Magongwa Tel No: 053 807 4539
APPLICATIONS : e mail Recruit2023246@npa.gov.za

POST 16/90 : **SENIOR ADMINISTRATIVE OFFICER (ERM) REF NO: RECRUIT 2023/247**
Strategy Management Office

SALARY : R359 517 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Commerce, Business Management, Internal Audit, Risk Management or equivalent. Minimum 2 years relevant working experience in risk management. Registration with the Institute of Risk Management South Africa (IRMSA) will serve as an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of relevant legislations and frameworks governing risk management. Understanding of the risk management process and its implementation. Must be able to plan, organise work and distinguish between urgent and important tasks/activities. Honest, highly reliable, hard-worker and determined. Able to work independently and in a team. Willingness to travel and able to work extended hours. Excellent communication (verbal and written) and administrative skills. General computer literacy and knowledge of programs in MS Office suite (MS Word, Excel, Outlook, Power Point) and MS project. Facilitation and presentation skills. Knowledge of government-wide financial systems and processes. Attention to detail and customer focus. Valid drivers licence.

DUTIES : Provide support by rendering the following enterprise risk management functions: Conduct risk assessments to identify strategic and operational risks. Draft risk control action plans and strategies. Maintain and facilitate updates of risk registers. Develop risk management reports for tabling with Risk Management Committee. Monitor and report on progress of risk mitigation in the risk control action plans. Conduct research on requested aspects of enterprise risk management. Provide administrative support services within the Directorate, including secretariate functions. Attend to internal and external audit queries related to enterprise risk management. Provide support in the coordination of risk management training or workshop. Prepare training packs and any other logistical issues to ensure the smooth and effective delivery of training or workshop. Provide end-user support and guidance to all users of the ERM software tool.

ENQUIRIES : Ellen Mazibuko Tel No: 012 845 7289
APPLICATIONS : e mail Recruit2023247@npa.gov.za

POST 16/91 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/248**
National Prosecutions Service

SALARY : R202 233 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customers focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.

DUTIES : Provide high level administration support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organizations and state Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

ENQUIRIES : Ethel Mokgoko Tel No: 033 392 8761
APPLICATIONS : e mail Recruit2023248@npa.gov.za

POST 16/92 : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2023/249**
National Prosecutions Service

SALARY : R171 537 per annum (Level 04), (excluding benefits)
CENTRE : DPP: Mmabatho
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

DUTIES : Answer all incoming calls. Keep staff extension numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in the section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Maintain register of outgoing mail. Maintain telephone list.

ENQUIRIES : Flora Kalagosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit2023249@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth



- APPLICATIONS** : **National Office Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Northern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X5034, Kimberley, 8300 or hand deliver applications to the High Court, 5 Sol Plaatje Drive, CBD, Kimberley, 8301.
KwaZulu Natal/: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000
- CLOSING DATE** : 26 May 2023
- 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 (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. 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 candidates 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. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

- POST 16/93** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**
- SALARY** : R811 560 – R952 485 per annum (MMS Level 11), all-inclusive remunerative package. The successful candidate will be required to sign a performance agreement
- CENTRE** : Northern Cape Provincial Service Centre: Kimberley Ref No: 2023/198/OCJ
KwaZulu Natal Provincial Service Centre: Durban Ref No: 2023/199/OCJ
- REQUIREMENTS** : Matric Certificate and a three (3) year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at Junior Management level. A valid driver's licence. Technical Knowledge Competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL. Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
- DUTIES** : Manage staff establishment of the Province; Manage HR Administration, Training and HR Records in the Province; Manage the Performance Management and Development System; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer policy and procedure in capacity leave and ill-health retirement (PILIR) in the Department. Manage the performance of personnel within the Human Resource section / unit. Manage compliance with and provide guidance on the Disciplinary Code and Procedure in the Public Service and Labour Relations.
- ENQUIRIES** : Technical Related Enquiries: Adv. D. Plaatjies Tel No: (053) 807 2722/29
Hr Related Enquiries: Ms T Methu Tel No: (053) 807 2714
Technical/ Hr Related Enquiries: Ms M Ries Tel No: 087 106 1779
- POST 16/94** : **SENIOR VETTING INVESTIGATOR REF NO: 2023/200/OCJ**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric Certificate and A Bachelor's degree or equivalent three-year tertiary qualification (minimum of NQF 6 with at least 360 credits) in Social Sciences / Security Investigation or related areas. At least four (4) years' experience in

conducting vetting investigations. SSA, DI or SAPS vetting course is a must Extensive experience and knowledge of all applicable legislation relating to vetting. Short courses in Analysis, Conflict Management, Listening, Interview skills and report writing skills is a must. Valid driver's license. Applicant must be computer literate, that would include a good working knowledge of Microsoft Office package; Knowledge on the interpretation of policies; Knowledge of investigations; Knowledge of risk analysis; Interviewing skills; Communication and listening skills which include verbal and written communication (Good and Sound report writing). Language proficiency skills (Proficiency in English is a requirement); Ability to work independently. Willingness to travel extensively and work extended hours. Supervisory experience is a must, must be cleared at Top Secret Level. Skills and Competencies: Analytical skills; Report writing and presentation skills, Interpersonal relations; Planning and organizing; Computer literacy; Communication skills (written and verbal); Ability to work independently and meet deadlines; decision making, problem solving knowledge of the Security Vetting Information System (SVIS).

DUTIES : The successful candidate will be responsible for the following functions including but not limited to: Conduct vetting field-work investigations in respect of Secret and Top Secret Levels; Gather relevant information; Conduct proper analysis and quality check on the information; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Analyse, research and evaluate all vetting related information; Provide advice and guidelines on the interpretation and application of legislation, policies and procedures, Provide effective communication channels and systems between SSA and other relevant stakeholders for advice, assistance and to obtain information; Administer vetting files and submit completed reports to Vetting Supervisor; Supervise Vetting Administrators and Vetting Investigators, Conduct screening of service providers and prospective employees; Conduct ad-hoc investigations as and when required.

ENQUIRIES : Technical Related Enquiries: Mr R Mabunda Tel No: (010) 493 2511
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2500/2528

POST 16/95 : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: 2023/201/OCJ**

SALARY : R294 321 – R343 815.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Grade12 plus a National Diploma (NQF level 6) or a Bachelor's degree (NQF level 7) in Financial Management/ Financial, Cost or Management Accounting or relevant qualification as recognized by SAQA. 2 - 3 years relevant working experience in Asset Management. A valid driver's license is required. Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management Regulations, Modified Cash Standard, Notes, Circulars and Related prescripts. Computer Literacy: Communication skills. Ability to work under pressure and meet deadlines. Ability to work independently without supervision and to work well in a team environment.

DUTIES : Receive, barcode, capture all newly acquired assets in the asset register system, Administer the maintenance and updating of departmental and leased asset register, Conduct monthly asset spot checks, Prepare BAS / departmental and leased Asset register reconciliation and ensure that reconciling items are promptly resolved on a monthly basis. Conduct quarterly and annual departmental and leased asset verification, report and investigate discrepancies, Manage disposal process of redundant/obsolete assets on the Asset Register system, Assist in resolving audit queries on departmental and leased assets and ensures completeness and accuracy, Execute any other asset related functions assigned to from time to time, Management of Human Resource i.e. Job description, performance agreements, assessment and development of staff.

ENQUIRIES : Technical Related Enquiries: Mr M Molobi Tel No: 010 493 2561
HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2527

<u>POST 16/96</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER SCM REF NO: 2023/202/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 (Senior Certificate) plus 3year National Diploma / Degree in Supply Chain Management or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management, Knowledge of PFMA, BBB-EE Act, PPPFA, Treasury Regulations and relevant prescripts, In depth knowledge of procurement systems e.g. JYP, LOGIS and other procurement systems. A valid driver's license will be added advantage.
<u>DUTIES</u>	:	Ensure the implementation of SCM policies and prescripts as received from National treasury. Ensure invitation of quotations from suppliers is in accordance with relevant prescripts and SCM guidelines. Evaluate and check whether quotations are in accordance with the specifications. Conduct and facilitate the briefing sessions where and when applicable. Check compliance of all procurement documents and processes Establish data base of suppliers when obtaining quotation to ensure that quotations are rotated; Ensure that Purchase orders are issued to the relevant suppliers; Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescripts and policies; Ensure proper filling and safe keeping of documents; Ensure that commitments are closed and make follow up on outstanding commitment. Perform other duties that have been delegated by the supervisor.
<u>ENQUIRIES</u>	:	Technical Related enquiries: Mr. B Mxasa Tel No: (010) 493 2560 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
<u>POST 16/97</u>	:	<u>ADMINISTRATIVE CLERK: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2023/203/OCJ</u>
<u>SALARY</u>	:	R202 321 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 and or equivalent qualification. Appropriate experience in general administration. Experience in the Strategic Planning and Service Delivery Improvement environment will be an added advantage. A valid Driver's License and willingness to travel. Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Good interpersonal skills. Ability to work under pressure. Good customer service. Knowledge of document management and filing.
<u>DUTIES</u>	:	Provide support to the Strategy and Service Delivery Planning Unit including provision of support for all administrative requirements, records management, stationery ordering, submission and distribution of unit documents to business units. Logistical and administrative support during unit consultative meetings and sessions. Provision of technical and administrative support in the development of Strategic Planning and Service Delivery Improvement related documents.
<u>ENQUIRIES</u>	:	Technical Related enquiries: Ms L Legoete Tel No: (010) 493 2501 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
<u>POST 16/98</u>	:	<u>REGISTRY CLERK REF NO: 2023/204/OCJ</u>
<u>SALARY</u>	:	R202 321 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric Certificate. One (1) year experience in the registry/records environment Computer skills, planning organization, Good verbal and written communication skills. Operating office equipment.
<u>DUTIES</u>	:	Provide registry counter services; attend to client. Handle telephonic and other enquiries received. Receive and register hand delivered mails/files. Handle incoming and outgoing correspondence; receive all mail and couriers. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Proper disposal of records. Efficient administration and management of resources. Open and maintain franking

machine register. Frank post, record money and update register on a daily basis. Undertake spot check on post to ensure no private post is included. Lock post in postbag for messenger to deliver to post office. Keep daily record of amount of letters franked. Direct incorrect post back to the Post office.

ENQUIRIES

: Technical Related enquiries: Ms M Molemong Tel No: 010 493 2650
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527

POST 16/99

: **ADMINISTRATION CLERK SUPPLY CHAIN MANAGEMENT REF NO: 2023/205/OCJ**

SALARY

: R202 321 – R235 611 per annum. The successful candidate will be required to sign a performance agreement

CENTRE

: National Office: Midrand

REQUIREMENTS

: Matric certificate and one (1) year experience in Supply Chain Management. The following will serve as an advantage: 3 year National Diploma or equivalent qualification at NQF level 6 (360 credits) as recognised by SAQA Knowledge of PFMA, BBB-EE Act, PPPFA, Treasury Regulations In depth knowledge of procurement systems e.g. JYP, LOGIS and other systems.

DUTIES

: Source quotations from suppliers as per specifications. Sourcing quotation as per National Treasury guidelines. Ensure that Standard bidding documents are obtained & fully completed by the suppliers & attached to transactions before capturing requests. Receive and assess quotations to ensure that the quotations comply with the minimum requirements. Capture requisitions on the procurement systems and ensure that Purchase orders are issued to the recommended suppliers. Assist the end user with compilation of complaint specifications and also assist the end user in drafting deviations memos. Prepared to work overtime when required. Ensure proper filing and safe keeping of documents. Receiving and issuing of stock items and perform other duties as delegated by the supervisor.

ENQUIRIES

: Technical Related enquiries: Mr. B Mxasa Tel No: (010) 493 2560
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number) or via link: <https://affirmativeportfolios.co.za/dpme> Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 26 May 2023 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME 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) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). 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/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

MANAGEMENT ECHELON

- POST 16/100** : **DIRECTOR: EXECUTIVE MONITORING REF NO: 20/2023**
Chief Directorate: Frontline Monitoring & Support
- SALARY** : R1 105 383 per annum (Level 13) (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria
: A relevant 3-year tertiary qualification (NQF 7) in Social Sciences, Public Administration, Development Studies or related fields. Minimum of at least 6 years' appropriate experience in public sector monitoring and management of which 5 years' must be at MMS level (Deputy Director or equivalent). A relevant post-graduate qualification (NQF 8) will be an added advantage. A valid Driver's License. Competencies / Skills: strong research, communication, report writing skills and project and leadership skills. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills and good interpersonal relations. A sound knowledge of Microsoft Office applications is essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel.
- DUTIES** : The successful incumbent will be responsible to manage and monitoring special projects services within the ambits of Executive Monitoring and Support. Providing support to political principals through: Monitoring the implementation of the identified cross-cutting projects. Manage the secretariat support function for the task teams, Conduct site visits to projects. Integrate and Coordinate the reporting on projects by government department and entities. Conduct special reviews on projects and reporting tools. Initiate corrective measures/ interventions on the identified projects challenge and Management of Human Resources.
- ENQUIRIES** : Mr M Cilo Tel No: (012) 312-0469 / Eugene Geldenhuys or Destiny Penniken on Tel No (011) 883 5035

DEPARTMENT OF PUBLIC ENTERPRISES

<u>APPLICATIONS</u>	:	The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria, 0008 or by email stated below.
<u>FOR ATTENTION</u>	:	Human Resources
<u>CLOSING DATE</u>	:	26 May 2023
<u>NOTE</u>	:	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. Department will request certified copies of Qualifications and other relevant documents from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The department reserves the right not to fill these positions. Failure to submit the requested documents will result in your application not being considered. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

<u>POST 16/101</u>	:	<u>PROJECTS ASSISTANT (ENERGY) REF NO: DPE/2023/003</u> Branch: Energy Resources
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession a relevant undergraduate qualification at NQF level 6 as recognized by SAQA in Project Management/ Administration/Economics/BSC/Engineering/BCom. At least 5 years' relevant experience in energy. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks, pertaining to Public Service Administration, specifically the Public Sector Planning and organizational skills. Problem solving and decision-making. Be able to multitask, good organisational skills. Excellent computer literacy in Microsoft packages (Word, Excel, and Projects). Be a self-motivator act pro-active, problem-solving skills with good interpersonal skills.
<u>DUTIES</u>	:	Render logistics and secretarial services. Ensure Meeting/Event Arrangements (e.g. invite, venue, catering, equipment, etc.) are in place. Ensure Meeting/Event Arrangements (e.g. invite, venue, catering, equipment, etc.) are in place. Render support in respect of stakeholder engagements and inter-governmental co-ordination. Assist with stakeholder engagement to obtain information and address issues of relevance to the Unit or Department. Assist with inter-departmental communications and engagements regarding issues / information related to the Unit or Department. Develop and maintain/update stakeholder database. Follow up on implementation of actions emanating from stakeholder and inter-departmental engagements and report thereon. Implement specific actions allocated to DPE. Render support in respect of technical aspects of the Unit. Study and review the relevant policy documents (IPAP, NDP, NGP, etc.) pertaining to the activities of the Unit to guide the activities of the Unit. Assist in drafting proposals, concept notes, TOR, etc. on specific areas of interest to the Unit for analysis. Assist in conducting studies (research and analysis) on sectors or areas of relevance to the Unit. Assess and provide inputs on the technical aspects of relevance to the Unit. Assist with monitoring and evaluation of the activities of the Unit to provide progress reports to the DG and Minister. Provide inputs in the assessment of the Corporate Plan and other reports of the SOC when requested. Collect data and inputs from SOC for briefing papers on their activities of relevance to the Unit. Draft submissions and monitor progress with approval. Maintain effective internal administrative processes. Co-ordinate budget according to projects of the Unit. Ensure that invoices are paid for services provided. Facilitate planning processes for the Unit. Develop quarterly reports for the Unit. Co-ordinate

ENQUIRIES
APPLICATIONS

Portfolio of Evidence for the Unit. Arrange travel process, travel forms and claims. Maintain records of the Unit.
: Mr Benneth Baloyi Tel No: (012) 431-1029
Applications for this post to e-mail: recruitbb@dpe.gov.za

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.

<u>CLOSING DATE</u>	:	29 May 2023
<u>NOTE</u>	:	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 for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen 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 completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). 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/ .

MANAGEMENT ECHELON

<u>POST 16/102</u>	:	<u>DIRECTOR: INSTITUTIONAL ASSESSMENTS REF NO: DPSA 15/2023</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the state's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Senior Certificate on NQF level 04, an appropriate Bachelor Degree in Public Administration / Management / Management Services or Operations Management or related qualification at NQF 7. Minimum of 5 years at a middle / senior management level. Pre-entry Certificate for SMS. Minimum 8 years appropriate experience in Organisational Development and / or Operations Management. Attributes: problem solving, decision making, diversity management, communication and information management, interpersonal relations, facilitation, negotiation, presentation, report writing, computer literacy and conflict management. Managerial Skills: decision making, problem solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, teamwork, confidentiality, financial management, human resources management, research, change management, project and program management. Technical Skills: policy development, institutional performance theory and practice and monitoring and evaluation. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework, Government programs of action such as the National

<u>DUTIES</u>	: Development Plan, Key Strategic Priorities of Government and Sound understand of Operations Management. : To manage and facilitate the development and implementation of Organisational Functionality Assessment prescripts. Manage the development of prescripts for Organisational Functionality Assessments, including providing guidance on the development of prescripts. Manage the provision of implementation support to departments, including requesting for approval for implementation support to departments and responses to enquiries processed to the relevant approval authority within the DPSA, projects undertaken to improve organisational functionality within departments, technical support and provide advice as required. Manage the monitoring and reporting on compliance with Organisational Functionality Assessment Prescripts and implementation progress, including systems (e.g., collection and analysis of data) to monitor compliance developed and maintained assessment of government services conducted and data base of services and service typology developed and maintained, evaluation and impact studies conducted as required. Manage all the operations, systems and processes of the directorate, including information, advice and support provided to the MPSA, Cabinet, Parliament and other internal and external stakeholders, systems for the effective and efficient functioning of the directorate developed and maintained, directorate performance agreements, probation reports, mid-year and annual assessment submitted by the stipulated due dates.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. Marcel Wilson Tel No: (012) 336 1004 : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement152023@dpsa.gov.za
<u>POST 16/103</u>	: <u>DIRECTOR: EMPLOYMENT MANAGEMENT REF NO: DPSA 17/2023</u>
<u>SALARY</u>	: R1 105 383 per annum (Level 13). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the state's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	: Pretoria : A Senior Certificate on NQF level 04, an appropriate Bachelor Degree in Human Resource Management / Public Administration/Management or related qualification at NQF level 7. Pre-entry Certificate for SMS. Minimum of 5 years at middle/senior management level. Minimum 8 years appropriate experience in Human Resource Management field. knowledge of the Constitution of the Republic of South Africa, Government legislative framework, Public Service legislation and policy framework, Government programmes such as the National Development Plan, Key Strategic Priorities of Government and sound understanding of operations management. Managerial skills: Decision making, Problem solving, written and verbal communication, stakeholder management and coordination, negotiation, strategic thinking and leadership, analytical skills, interpersonal relations, teamwork, confidentiality, financial management, human resources management and research. Generic skills: diversity management, communication and information management, facilitation, presentation, report writing, computer literacy and conflict management. Technical skills: employment management theory and practice and human resources management.
<u>DUTIES</u>	: Manage and undertake the development, review and implementation of policies, norms, standards, process, and systems on Employment Management, including policies, norms and standards, processes and systems for Employment Management developed in line with the standards and submitted for approval by the relevant approval authority. Provide technical advice, support, and capacity building on the application and implementation of policies, norms, standards, processes, mechanisms, legislative requirements and systems on Employment Management, including interventions undertaken to support the implementation of and compliance with Employment Management prescripts., technical support and capacity building provided as required. Conduct monitoring and evaluation of compliance and impact assessments of prescripts on Employment Management, including

systems (e.g. collection and analysis of data) to monitor compliance developed and maintained. Manage all the operations, systems, and processes of the directorate including contributing to the Chief directorate's service delivery model, service delivery standards and service delivery improvement plans and related reports for submittance by the stipulated due dates, participate in transvers tasks / project teams and work groups as required / prescribed.

ENQUIRIES
APPLICATIONS

- : Mr. Edward Harris Tel No: (012) 336 1520
- : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advertisement172023@dpsa.gov.za

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

- POST 16/104** : **ADMINISTRATION CLERK REF NO: LS1/2023 (X1 POST)**
Division: Legal Services
- SALARY** : R202 233 per annum
CENTRE : National Head Office (Pretoria)
REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database (NLRD) on NQF level 4. A three (3) Diploma / Degree recorded on the National Learner Record Database (NLRD) on NQF level 6 or higher in the field of post will serve as an added advantage. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work under pressure and extended hours.
- DUTIES** : Perform administrative duties for the office of the Divisional Commissioner: Legal Services. Administer Absenteeism Management within the office of the Divisional Commissioner: Legal Services. Administer correspondence files within your environment. Administer logistical matters within your environment. Administer absenteeism documents received and maintain leave registers. Render financial administrative support.
- ENQUIRIES** : Colonel Nonkenyana / Lt Col Mokholoane / Captain Masetlwa at 066 486 4393/ 082 773 3890/ 083 779 7886
- APPLICATIONS** : Application forms may be posted or hand delivered to the following addresses: Postal Address: Division: Legal Services South African Police Service, Private Bag X 94, Pretoria, 0001, Hand Delivery: 152 Telkom Towers Johannesburg Ramokhoase Street, Pretoria. Email: NonkenyanaNL@saps.gov.za/ Mokholoanem@saps.gov.za
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under

no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. Generic Requirements: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; .A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

- CLOSING DATE** : 26 May 2023 at 16:00
- POST 16/105** : **SECRETARY (X5 POSTS)**
Division: Legal Services
- SALARY CENTRE** : R202 233 per annum (Level 05)
National Head Office (Pretoria)
Section Head: Legal Support: Financial Management and Technology Management: Ref No: LS2/2023
Component Head: Litigation: Ref No: LS 3/2023
Section Head: Arbitration: Ref No: LS4/2023
Section Head: Support Services: Ref No: LS5/2023
Section Head: Legal Support: Human Resource Management and Development Ref No: LS6/2023
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database (NLRD) on NQF level 4. A three (3) Diploma / Degree recorded on the National Learner Record Database (NLRD) on NQF level 6 or higher in the field of post will serve as an added advantage. Be fluent in at least two of the official languages, of which one must be English. Be a South African Citizen. Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work under pressure and extended hours.
- DUTIES** : Keeping the diary accurately and coordinate meetings; Remind the Section Head on meeting schedules; Arrange and book venues for the meetings in accordance with the number of people expected to attend; Arrange refreshments for the attendees of the meeting; Handler outline correspondence; Render general reception service; Type documents, reports, letters, memorandums etc. Effective administration of a bring- forward system; Make travel and accommodation arrangements; Organize passport and related documentation for overseas trips; Submit claims of accommodation and expenditure after trips; Manage human and physical resources attached to the office.
- ENQUIRIES** : Colonel Nonkenyana / Lt Col Mokholoane / Captain Masetlwa at 066 486 4393/ 082 773 3890/ 083 779 7886
- APPLICATIONS** : Application forms may be posted or hand delivered to the following addresses: Postal Address: Division: Legal Services South African Police Service, Private Bag X 94, Pretoria, 0001, Hand Delivery: 152 Telkom Towers Johannesburg Ramokhoase Street, Pretoria. Email: NonkenyanaNL@saps.gov.za/ Mokholoanem@saps.gov.za
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in

terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. Generic Requirements: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

- CLOSING DATE** : 26 May 2023 at 16:00
- POST 16/106** : **SECRETARY REF NO: SCM 1/2023**
 Component: Fleet Management
 Section: Office of the Head: Fleet Management
 Division: Supply Chain Management
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Lynnwood, Perseqour Park, Pretoria
REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English. Be a SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : Core Functions: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of

- the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).
- ENQUIRIES** : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179
- APPLICATIONS** : Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.
- FOR ATTENTION NOTE** : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-05-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No E-mailed applications will be accepted.
- CLOSING DATE** : 26 May 2023 at 14:00
- POST 16/107** : **SECRETARY REF NO: SCM 2/2023**
Component: Fleet Management
Section: Office of the Section Head: Transport Management
Division: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Lynnwood, Perseqour Park, Pretoria
: Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English. Be a SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : Core Functions: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute

correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

ENQUIRIES : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.

FOR ATTENTION NOTE : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-05-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No E-mailed applications will be accepted.

CLOSING DATE : 26 May 2023 at 14:00

POST 16/108 : **SECRETARY REF NO: SCM 3/2023**
Component: Facility Management
Section: Office of the Section Head: Programme and Project Management
Division: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Lynnwood, Perseqour Park, Pretoria
: Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English. Be a SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage.

- Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : Core Functions: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).
- ENQUIRIES** : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No:(012) 841 7123 / 7217 / 7179
- APPLICATIONS** : Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.
- FOR ATTENTION NOTE** : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-05-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No E-mailed applications will be accepted.
- CLOSING DATE** : 26 May 2023 at 14:00
- POST 16/109** : **SECRETARY REF NO: SCM 4/2023**
Component: Movable Government Property
Section: Office of the Section Head: Firearms and Ammunition Management
Division: Supply Chain Management
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Cresswell Road, Silverton, Pretoria

- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English. Be a SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).
- ENQUIRIES** : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179
- APPLICATIONS** : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date
- FOR ATTENTION NOTE** : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-05-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No E-Mailed Applications Will Be Accepted.
- CLOSING DATE** : 26 May 2023 at 14:00

POST 16/110 : **SECRETARY REF NO: SCM 5/2023**
Component: Movable Government Property
Section: Office of the Section Head: Clothing and Distribution Management
Division: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Cresswell Road, Silverton, Pretoria
: Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English. Be a SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

DUTIES : Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

ENQUIRIES : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date).

FOR ATTENTION NOTE : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-05-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the

closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No E-mailed applications will be accepted.

CLOSING DATE

: 26 May 2023 at 14:00

POST 16/111

: **SECRETARY REF NO: SCM 6/2023**

Component: Corporate Support Service

Section: Office of the Section Head: Support Services

Division: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R202 233 per annum (Level 05)

: Cresswell Road, Silverton, Pretoria

: Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English. Be a SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

DUTIES

: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

**ENQUIRIES
APPLICATIONS**

: PPO S Babana / PO FH Mudau / PO I Mphethi (012) 841 7123 / 7217 / 7179

: Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.

**FOR ATTENTION
NOTE**

: PPO S Babana or PO Mudau

: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-05-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act,

2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No E-mailed applications will be accepted.

CLOSING DATE

: 26 May 2023 at 14:00

POST 16/112

: **SECRETARY REF NO: SCM 7/2023**
Component: Corporate Support Service
Section: Office the Section Head: Performance Management
Division: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R202 233 per annum
: Cresswell Road, Silverton, Pretoria
: Applicants must display competency in the post-specific core functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4. Be fluent in at least two of the official languages, of which one must be English. Be a SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

DUTIES

: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

ENQUIRIES

: PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179

APPLICATIONS

: Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.

**FOR ATTENTION
NOTE**

: PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994

(Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-05-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No E-mailed applications will be accepted.

- CLOSING DATE** : 26 May 2023 at 14:00
- POST 16/113** : **SECRETARY**
- SALARY CENTRE** : R202 233 per annum (Level 05)
 : Component/ Section: Component Head: Employee Health and Wellness Ref No: HRM 1/2023
 : Component Head: Labour Relations and Transformation Ref No: HRM 2/2023
 : Section Head: Recruitment and Staffing Ref No: HRM 3/2023
 : Section Head: Human Resource Planning Ref No: HRM 4/2023
 : Section Head: Labour Management Ref No: HRM 5/2023
 : Section Head: Employee Relations Ref No: HRM 6/2023
 : Section Head: Diversity Management Ref No: HRM 7/2023
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational); Be (proficient) in at least two official languages, of which one must be English; Must be a SA citizen. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Computer Literacy. Interpersonal, communication and Organizational Skills. Analytical, Self-Management and Problem Solving Skills. Report Writing, Client Orientation and Customer Focus. Service Delivery Innovation. Ability to work under pressure as well as extended hours. Core Functions: Core Functions: To perform secretarial support and coordinate office activities to the Component / Section Head Perform professional secretarial assignments to the Component / Section Head Plan and organize meetings/ workshops for the Component / Section Head Perform administrative support duties for the Component / Section Head.
- ENQUIRIES** : can be directed to Lt Col Motsepa /Capt Mabasa/ PO Makondo/ PO BP Mabena Tel No: (012) 393 5076 / 5062/ 5060)
- APPLICATIONS** : Hand delivered applications may only be submitted at Koedoe Building, 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Streets, Koedoe Arcade, Pretoria. Application must be deposited into the box available at the reception area. Applications can be submitted by post to be addressed to: The Section Head: Support Services, South African Police Service, Private Bag X 94, Pretoria, 0001.
- FOR ATTENTION** : Lt Col TR Motsepa /Capt LV Mabasa/ PO M Makondo/ PO BP Mabena), Division: Human Resource Management
- NOTE** : General: Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. Only comprehensive Curriculum Vitae must be submitted together with the application form. Applicants are not required to submit copies of qualifications and other relevant documents. Only shortlisted candidates will be required to submit originals of all educational qualifications, proof of Academic Record of qualifications from recognized institutions (SAQA Accredited), drivers' license (not a pre-requisite) and identity

document during the interview process. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be posted / submitted timeously. Late applications will not be accepted or considered. The closing date for applications is 2023-05-26 at 16:00. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview. All short-listed candidates will be subjected to fingerprint screening and reference checking. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Late applications will not be accepted or considered.

CLOSING DATE

: 26 May 2023

POST 16/114

: **MESSANGER REF NO: SCM 8/2023**
 Division: Supply Chain Management
 Office the Divisional Commissioner: Supply Chain Management

SALARY
CENTRE
REQUIREMENTS

: R125 373 per annum (Level 02)
 : Cresswell Road Silverton, Pretoria
 : Applicants must display competency in the post-specific functions of the post. A Grade 10 qualification as well as valid light vehicle driver's license. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Be proficient in at least two official languages, of which one must be English. Must be a South African citizen. Must have no criminal convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES

: Core Functions: Keep register of documentations received and delivered properly on a daily basis. Make photocopies of documents collected and delivered on a daily basis. Fetch and deliver post. Maintain confidentiality of all documents. Keep record of circulars received and posted. Maintain the administration of human, financial and logistical resources allocated to the post.

ENQUIRIES

: PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179

APPLICATIONS

: Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.

FOR ATTENTION
NOTE

: PPO S Babana or PO Mudau
 : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application

form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-05-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. No E-mailed applications will be accepted.

CLOSING DATE

:

26 May 2023 at 14:00

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 26 May 2023 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed 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 a 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 16/115** : **DEPUTY DIRECTOR: EVALUATION REF NO: DT14/2023**
- SALARY** : R958 824 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised appropriate three-year Bachelor's Degree or National Diploma in Monitoring and Evaluation or related field. A post graduate qualification will be an added advantage. 3-5 year's working experience in M&E. Experience in research. Knowledge of monitoring and evaluation practices. Understanding of government wide M&E systems. Knowledge and understanding of government planning cycle. Knowledge of the National Development Plan. Knowledge of departmental policies and procedures. Research Skills. Monitoring and Evaluation Skills. Planning and project management skills. Human Resource management skills. Good communication and presentation skills. Basic knowledge of statistics. Willingness to travel A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for ensuring that desktop research is conducted to develop and review M&E frameworks; aligning departmental M&E framework with government-wide M&E framework; ensuring the implementation of departmental M&E framework, conducting internal consultation to identify projects for evaluation, ensuring that secretariat support is provided for the departmental evaluation committee, developing and reviewing of departmental evaluation plan, participating at National Evaluation Committees for departmental projects identified, participating at government M&E forums, ensuring the evaluation of departmental programmes/ projects in line with departmental M&E framework and guidelines, developing proposals for evaluations approved in the departmental evaluation plan; developing data collection tools for evaluations; ensuring and conducting site visits for monitoring and evaluation; co-ordinating data analysis for M&E; ensuring the development of process evaluation reports in line with indicators identified; developing evaluation reports and improvement plans; ensuring implementation of improvement plans; assisting with the development of data collection guidelines for M&E; participating and providing inputs to data collection tools; assisting with training on data collection for evaluations;

		conducting site visit of data collection process; assisting with the development of data coding list; verifying and validating data captured on the M&E system; analysis of data collection; developing data collection reports.
<u>ENQUIRIES</u>	:	Mr T Mafela Tel No: 012 444 6371
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 16/116</u>	:	<u>ASSISTANT DIRECTOR: STATE OWNED ASSETS REF NO: DT15/2023</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised three-year qualification (NQF6) in Tourism Management, Economics or related studies. 3-5 years' working experience in project management and finance. Knowledge or experience in Expanded Public Works Program (EPWP). Knowledge or Experience on Contract Management. Strategic capacity and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management skills. Program and project management skills. Knowledge of change management. Communication skills. Knowledge and information management. Knowledge of tourism policies and procedures. Knowledge of South Africa's domestic and international policies in relation to Tourism. Knowledge and understanding of South Africa, regions and the continent. Computer Literacy (MS Office packages). Experience in basic Project Management.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing support in conducting audit for tourism infrastructure and product at strategic state-owned tourism assets in line with market trends; identifying opportunities for tourism growth areas within destinations; identifying strategic tourism resources and product development priority needs needed at specific sites; carrying out implementation of product and infrastructure enhancement projects; coordinating the identified infrastructure and product development priority needs; providing support for the development of enhancement of tourism products; identifying and improving of developmental and market needs of state owned tourism assets; providing support in the development of plans and programmes for tourism product development of state owned tourism assets; providing assistance on the compliance of the plans, development and implementation with the PFMA; arranging the asset transfer process; facilitating the implementation of product and infrastructure projects in state owned assets; coordinating the procurement process of the service providers for the implementation of enhancement projects; providing support in monitoring of the implementation of enhancement project as per contractual agreements with service providers; reporting on compliance with agreements and the PFMA; supporting the implementation of the human development programmes as part of destination enhancement; coordinating the identified human development needs to enhance tourism state owned assets; liaising with relevant units within the department for intervention; coordinating the roll-out of necessary interventions; providing support to the directorate in financial management; providing inputs in preparations of the budget that are in line with strategic plans and department objectives; monitoring the implementation of the budget by projecting and reporting expenditure; providing inputs in the coordination of memorandum of understanding, service level agreements and expenditure review.
<u>ENQUIRIES</u>	:	Mr N Chokoe Tel No: 012 444 6296
<u>NOTE</u>	:	EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<u>POST 16/117</u>	:	<u>ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DT16/2023</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised relevant three-year National Diploma/ B Degree in Communication/ Journalism or equivalent qualification. 3-5 years' working experience in a Communications environment. Knowledge of Government Communications. Prescripts and legislations relevant to communication. Research and Writing skills, Strong organizational, planning and problem-solving skills. Customer Care and Good interpersonal relations. Computer literacy e.g. Micro Soft Office and Internet. Language proficiency and

		Communication Skills. Supervisory skills and Conflict Management. A valid drivers' licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for implementing a media engagement plan, Identifying relevant media platforms to profile the Department, distributing media alerts, statements and releases to the media database; conducting research, conceptualising and drafting editorial content such as media statements, and queries for approval of the supervisor; managing receipt and distribution of newspapers; managing media clipping service; monitoring the compilation of the media clipping pack (printed) and preparing for approval; managing media clippings e-link; coordinating monthly and quarterly media monitoring and analysis reports from the service provider for presentations to Communications Management; managing communication activities around events and campaigns on the departmental event calendar; preparing media accreditation, coordinating venue for media registration and interviews, inputting towards draft media plans; managing the updating of the media database.
<u>ENQUIRIES</u>	:	Ms S Zwane Tel No: (012) 444 6612
<u>NOTE</u>	:	EE Requirement: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<u>POST 16/118</u>	:	<u>PERSONAL ASSISTANT: INTERNATIONAL RELATIONS AND COOPERATION REF NO: DT17/2023</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised three-year qualification (NQF6) in Secretariat or equivalent qualification. 3-5 years' working experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/procedures, Knowledge of financial administration. Project management skills. Computer literacy. Communication skills. Good telephone etiquette. Organisational skills. High level of reliability. Good grooming and presentation. Self-management and motivation.
<u>DUTIES</u>	:	The successful candidate will be responsible for preparing and maintaining the year plan and calendar; managing reminders and informing manager about appointments; ensuring that the diary is clear from clashes and rescheduling appointments to prioritise meetings; coordinating with and advising the manager regarding engagements; receiving telephone calls for the senior manager; performing advanced typing work; clarifying instructions and notes on behalf of the manager; utilizing discretion to decide whether to accept/decline or refer to other employees' requests for meeting based on the assessed importance and urgency of the matter; ensuring the effective flow of information and documents to and from the office of the manager; ensuring safekeeping of all documentation in line with relevant legislation and policies; scrutinizing routine submissions / reports and making notes and /or recommendations for the manager; drafting documents and filing of documents for the manager and unit; collecting, analysing and collating information requested by manager; managing the leave register for the unit; compiling the stakeholder contact list for manager; scrutinizing documents to determine actions / other documents required for meetings; recording minutes and communicating with the relevant role players; coordinating logistical arrangements for meetings; making bookings of flights, accommodation and car rental; collecting and coordinating all the documents that relate to the manager's budget; keeping records of expenditure commitments and monitor expenditure; checking and correlating BAS reports to ensure that expenditure is allocated correctly; managing of telephone accounts for the unit; handling the procurement of standard items for the activities of the manager and the unit; comparing the MTEF allocation with the requested budget and inform the manager of changes.
<u>ENQUIRIES</u>	:	Ms N Moolla Tel No: 012 444 6528
<u>NOTE</u>	:	EE Requirement: Preference will be given to African Male, Coloured Male, and White Male Candidates.

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	02 June 2023
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

<u>POST 16/119</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATIONS & MARKETING REF NO: 2023/10</u> Secretariat: National House of Traditional & Khoi-San Leaders
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum Pretoria A Degree in Communication and Marketing/Public Relations or relevant equivalent qualification at NQF 6/7 plus a minimum of 3 years' experience at Assistant Director in the Communications, Marketing & Public Relations environment; A valid driver's licence, Willingness to travel extensively. Generic competencies: Advanced marketing skills, Language proficiency, Advanced report and speech writing, Research methodology, Organising and planning skills, Advanced Communication skills (written and verbal), Negotiation skills, Programme and management skills Technical competencies: Marketing and communications, Extensive knowledge of communication processes and policies, In-depth knowledge of government and traditional leadership protocol processes, PFMA, Supply Chain Management.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the implementation and maintenance of the NHTKL Marketing & Public Relations strategies and guidelines: Undertake research on development and trends in the marketing and public relations environment, Develop and formulate marketing and public relations strategies for the NHTKL, Establish an effective and efficient communication model for the NHTKL in line with GCIS guidelines, Provide technical advice on new marketing and public relations guidelines and strategies; Manage the coordination of the NHTKL marketing to enhance awareness and public relations: Manage the planning of marketing and public relations campaigns, manage the undertaking of marketing and public relations surveys and analysis of the NHTKL public image and reputation, Ensure the use of corporate advertising to establish and maintain the NHTKL's corporate identity in the public domain, Manage the production of marketing and public relations written and visual communication material, Promote the public image of the NHTKL, Coordinate public events and exhibitions, Manage all NHTKL Public Participation Programmes; Manage the NHTKL's corporate identity and maintenance of its reputation: Promote the NHTKL brand and corporate identity, Ensure brand compliance as per the corporate identity guidelines,

		Manage the corporate identity promotional materials, Manage the provision of photographic services and audio visual material for all NHTKL events: Ensure the provision of audio visual services, Manage and facilitate the procurement of required communications equipment, Manage the photo gallery of the NHTKL, Manage the quality of pictorial material.
<u>ENQUIRIES</u>	:	Mr A Sithole Tel No: (012) 336 5853
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22 Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Whites, Indians, Coloureds, Females and Persons with Disabilities are encouraged to apply.
<u>POST 16/120</u>	:	<u>IT TECHNICIAN REF NO: 2023/11</u> (12 Months Contract)
<u>SALARY</u>	:	R359 517 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Information Technology, Computer Science or Information Systems or relevant equivalent qualification in ICT at NQF 6/7 plus a minimum of 2 years' experience in ICT. Generic/Process competencies: Excellent diagnostic and problem solving; Communication skills; Organisation and time management; Computer skills; Interpersonal skills Technical competencies: Hardware components and troubleshooting procedures; Microsoft desktop operating systems and software, Microsoft Windows, Microsoft Exchange, Active Directory; In depth understanding of diverse computer systems and networks; Internet security and data privacy principles; Internet security and data privacy , Transversal systems.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Install and maintain computer systems and networks in order to achieve the highest functionality and optimise the role of technology: Set up workstations with computer and peripheral devices (routers, printers etc), check computer hardware to ensure functionality, install and configure computer hardware, operating systems and applications, develop and maintain local networks, ensure security and privacy of networks and computer systems, identify aging hardware and software; Provide technical support to end-users on IT related incidents and service requests; Provide a reliable and stable network environment: Install and configure LAN and WAN devices, install and configure Wi-Fi Access points, Install and configure Wi-Fi Client on users PC's, Monitor LAN and WAN performance and troubleshoot; Perform periodic preventative maintenance and updates: Organise and schedule upgrades and maintenance, upgrade systems to enable compatible software, perform tests on new hardware and software; Maintain service records.
<u>ENQUIRIES</u>	:	Mr L Motlhabedi Tel No: (012) 334 4982
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.
<u>POST 16/121</u>	:	<u>PAYMENTS OFFICER REF NO: 2023/12</u>
<u>SALARY</u>	:	R241 485 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent with finance or accounting as passed subjects plus appropriate experience in Finance and Supply Chain Management environment. Generic/Process competencies: Problem solving, client orientation and customer focus, Communication skills (verbal & written). Technical competencies: knowledge and understanding of Supply Chain Management processes and procedures, The Preferential Procurement Policy Framework Act (PPPFA); LOGIS and BAS, PFMA and the Treasury Regulations. Computer literacy (EXCEL, Word, and PowerPoint) skills.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Ensure payments are settled within the prescribed timeframe to service providers in terms of

Treasury Regulations 8.2.3; Capture commitments/orders on LOGIS transversal system; Capture invoices and payments on BAS and LOGIS transversal systems including transfer payments; Reconciliation of accounts/statements received from service providers; Obtaining and capture banking details from new suppliers; Liaise with internal/external clients with regards to payments stub and outstanding orders/deliveries; Records and update payment information in the supplier files for audit purposes; The successful candidate will also provide support to the National House of Traditional & Khoi-San Leaders.

ENQUIRIES : Mr G Ndlovu Tel No: (012) 334 0652
APPLICATIONS : Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria

FOR ATTENTION : Director: Human Resource Management
NOTE : Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.

POST 16/122 : **REGISTRY CLERK REF NO: 2023/13**

SALARY : R202 233 per annum
CENTRE : Cape Town
REQUIREMENTS : A Grade 12 Certificate plus at least 2-3 years' experience in records management. Willingness to adapt to work schedule in accordance with office requirements. Generic/Process competencies: Basic numeracy, Computer literacy, Ability to gather information, Analytical thinking, Problem solving skills, Organising and time management, Ability to perform routine tasks, Interpersonal relations, Ability to work with sensitive information. Technical competencies: Minimum Information Security Standards (MISS) Act; National Archives and Records Act; Norms, standards and procedures related to the management of records and archives; Office administration processes and systems.

DUTIES : The successful candidate will perform the following duties: Maintain the filing system and records: Control and protect records, Manage and maintain archives, manage and utilise space for archives, file all documents, circulate and search files, prepare and open files, maintain the filing system and records, control and protect records; Manage the flow of mail: Distribute documents to the department, apply rules for dispatch, receive post, parcels and remittances/transferrable items, receive , open and sort post, despatch mail received, search and trace files, administer movement of files; Manage sensitive documents; Render clerical support as and when required.

ENQUIRIES : Ms A Maluleka Tel No: (012) 334 4918
APPLICATIONS : Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria

FOR ATTENTION : Director: Human Resource Management
NOTE : Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.

POST 16/123 : **ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REF NO: 2023/14**

SALARY : R202 233 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. A post-Matric qualification legal administration will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the line function. Establish an effective document tracking systems. Provide secretarial support services to the Head of Legal

Services: Co-ordinate and prepare documentation for meetings. Coordinate line function meetings. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the head of Legal Services. Manage the diary of the head of Legal Services. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

ENQUIRIES
APPLICATIONS

: Ms K Pegu Tel No: 012 395 4985
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

FOR ATTENTION
NOTE

: Director: Human Resource Management
: Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 26 May 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 16/124** : **DEPUTY DIRECTOR: RAIL ECONOMIC REGULATION REF NO: DOT/HRM/2023/29**
Branch: Rail Transport
Chief Directorate: Rail Regulation
Directorate: Rail Economic Regulation
- SALARY** : R958 824 per annum (Level 12) of which 30% may be structured according to the individual needs.
- CENTRE REQUIREMENTS** : Pretoria
An undergraduate NQF level 6 qualification recognised by SAQA in Economics/Transport Management/Law coupled with 5 years experience in an economic regulation or competition environment or relating to the regulation of network industries, of which 3 years experience should be at junior management or Assistant Director level. Proficiency in one or more of the following competencies will also be considered: Knowledge of the market structure of network industries and economic regulation of infrastructure and operations; Knowledge on development and implementation of frameworks relating to accessing the network, tariff methodologies and levels of service. Experience in stakeholder engagements in the development of frameworks. Communication skills (verbal and written English must be above average), computer literacy, Financial Management, Strategic Capability and

- Leadership, People Management and Empowerment, Project/Programme Management, Client Orientation.
- DUTIES** : The successful candidate will: Manage the development and implementation of economic regulation frameworks for the rail transport sector. Provide secretariat and technical support to the Interim Rail Economic Regulator (IRERC). Support the operationalisation of the rail transport mode within the Transport Economic Regulator (TER) once established. Monitor the performance of rail entities in relation to economic regulation activities. Conduct research, international benchmarking and analysis related to economic regulation activities. Conduct consultation and stakeholder management in the development of frameworks for rail economic regulation. Provide economic regulatory oversight of rail entities in line with the mandate of the IRERC and TER. Support the Directorate and provide strategic inputs in line with the mandate of the Directorate.
- ENQUIRIES** : Ms. Mala Somaru Tel No: (012) 309 3925
- NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
- POST 16/125** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DOT/HRM/2023/30**
Branch: Office of the Director-General
Chief Directorate: Office of the Director-General
Directorate: Administration
- SALARY** : R811 560 per annum (Level 11) of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria/Cape Town
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (NQF level 6) in areas of Public Administration, Secretarial or equivalent with at least 5 years appropriate experience of which 3 years must be at junior management / Assistant Director level in rendering high level administrative support to Senior / Executive Management. Experience in a busy Executive Office rendering personal assistance as secretarial support will serve as an added advantage. The following key competencies and attributes are essential; Client Orientation and Customer Focus (Batho Pele); Comply with MISS requirements; Good communication (written and verbal); interpersonal skills; Organised, Analytic, Problem Solving; and Computer skills. Have the ability to work with people. Possession of a valid driver's licence Code B or B1. Have the ability to work under pressure and be willing to work beyond normal working hours. Be extremely organised. Assertiveness and a sense of urgency. Must be a team player, flexible and reliable. Must have a broad understanding of work executed in a Senior or Executive Management office environment. Must have good Interpersonal relations. Must be willing to travel. Ability to Manage/Control financial resources. Must have knowledge of the PFMA, Treasury Regulations, Public Service Act and Public Service Regulations.
- DUTIES** : The successful candidate will be responsible for rendering administrative support services to the Director-General and ensure effective functioning of the DG's Office. Manage the Director General's diary. General administrative support services to the Director General. Provide effective handling of priority correspondence. Attend to email correspondence and type documents as required. Manage the schedules of the food service aid and the driver to the DG. Managing all logistical arrangements for the DG including travel & subsistence allowance and procurement in accordance with applicable policies. Prepare agenda & documentation in advance, arrange meeting facilities & secretarial services for the DGs Meetings. Maintain strict confidentiality when working with documents related to staff members and other matters. Provide general administrative assistance as required in the Director General's Branch. Keep record of Director General's documents into computer system and file documents in compliance with the MISS Document. Maintain the prescribed file registers for opening of files, archiving of documents as well as dispatch registers.
- ENQUIRIES** : Ms. Michelle Phanya Tel No: (012) 309 3172
- NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 29 May 2023
- : 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 (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). 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 in line with DPSA circular 19 of 2022. 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. For posts requiring a drivers license, annotate such details on 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 (only when shortlisted). 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 (only when shortlisted). 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 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. Faxed or emailed applications will not be considered. 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.

MANAGEMENT ECHELON**POST 16/126**

- : **CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: 260523/01**
Branch: Finance WTE

SALARY
CENTRE
REQUIREMENTS

- : R1 308 051 per annum (Level 14), (all-inclusive package)
- : Pretoria (Head Office)
- : A relevant Bachelor's Degree in Finance / Supply Chain Management (NQF level 7) or relevant qualification. Five (5) years' experience at a senior management level. A pre-entry certificate obtained from the National School of Government (NSG) is required. Sound knowledge and experience in Supply Chain Management, Financial Management, Accounting, and financial analysis. A valid and unexpired driver's license. Understanding of Public Finance Management Act, Treasury Regulations, and PPPFA. Practical knowledge of BAS and Logistics financial management systems. Good people management, empowerment, and problem-solving analysis, change management interventions, and knowledge management skills. Service

- delivery analysis, client orientation, and customer focus skills. Good communication skills both verbal and written. Conflict management, accountability, and good ethic conduct. Honesty and integrity is pivotal.
- DUTIES** : Lead the development of supply chain and policies and procedures. Guide review of policies. Create and maintain awareness of internal control measures to ensure effective procurement management. Facilitate the development and implementation of internal control measures. Oversee the management of electronic procurement and contract management systems. Facilitate meetings with key stakeholders e.g. IT (review and maintenance of system). Ensure implementation of centralization of Chief buyers. Ensure payments are conducted timeously to suppliers. Facilitate departmental asset management. Facilitate implementation of reform as prescribed by National Treasury. Management of the bidding process. Ensure bid compliance to procurement policy and PFMA. Review and evaluate statistics on bids awarded. Application of demand and acquisition management. Monitor the development of the procurement plan. Ensure invitation, evaluation, and adjudication of bids in accordance with relevant prescripts. Development of adequate risk management measures. Review the risk management framework and policy. Monitor the facilitation of the risk assessment process. Develop a project plan to mitigate risks.
- ENQUIRIES APPLICATIONS** : Mr. F Moatshe Tel No: 012 336 7647
: 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
- POST 16/127** : **PROJECT MANAGER: WATER AND SANITATION SERVICES MANAGEMENT REF NO 290523/2 (X2 POSTS)**
Branch: Water and Sanitation Services Management
Directorate: Specialist Unit WSI
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive package)
: Pretoria Head Office
: An NQF level 7 degree in in Civil Engineering or Construction Management. Five (5) years middle or senior management experience. Five (5) years' programme and project management experience within the water sector-built environment. Experience in technical and engineering designs of Water and Sanitation Services. A valid unexpired driver's license. Understanding of stakeholder and decision making. Working knowledge on drafting agreements. Working knowledge of PFMA, governance practices, and policies: financial, knowledge, and change management. Understanding technical report writing, strategic capability and leadership. Understanding of e-collaboration and networking with excellent sound written and verbal communication skills. Analytical, creativity, and self-management skills.
- DUTIES** : Manage and co-ordinate all aspects of projects under water and sanitation services management. Manage project accounting and financial management. Ensure monitoring and evaluation for water and sanitation services projects are conducted properly in provincial operations. Facilitate research development. Facilitate and support implementation of water and sanitation services projects for the provincial operations. Receives monthly progress reports from provincial operations and compiles summary report for Management and National Treasury. Compiles reports for the national oversight committee (Water Sector Integration Working Group consisting of DWS, DPLG, SALGA, NT). Populates of Monitoring and Reporting System. Ensure service delivery and quality control. Arranges and attends quarterly meetings with 9 provincial offices.
- ENQUIRIES APPLICATIONS** : Ms. G Matshego Tel No: 012 336 7858
: 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

POST 16/128 : **DIRECTOR: BULK PORTABLE WATER PRICE REGULATION REF NO: 290523/03**
Branch: Regulation, Compliance and Enforcement
Dir: Bulk Portable Water Pricing Regulation

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), (all-inclusive salary package)
: Pretoria Head Office
: A bachelor's degree at NQF 7 qualification in Economic Sciences / Financial Accounting. Six (6) to ten (10) years' experience in Economic, Financial Accounting, pricing tariffs and legal administration environment. Five (5) years experience at middle / Senior Managerial level. A valid unexpired driver's license. Knowledge of and experience in pricing strategy, norms and standards under section 10 of Water Service Act. Extensive knowledge of relevant legislation, policies, and practices nationally and internationally. Knowledge and understanding of financial management, PFMA, MFMA, and Local Government legislation. Knowledge of programme and project management. Knowledge of public service act and public service regulations. Strategic capability and leadership. Knowledge, and Change management. Service delivery and Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : The analysis of tariffs inputs costs factors. Ensure efficient and effective bulk water services institutions through the implementation of economic regulation. Provision of customer care. The development of tariff determination standards. Reviewing of bulk water providers and asset management systems. Ensure compliance with legislation, policies, norms, and standards on bulk water tariffs. Analysis of customer service standards. Provision for the setting of an economic charge in terms of Water Services Act, PFMA and MFMA. Set water tariff adjustments. Ensure efficient and effective customer service. Calculation of economic value of water. Oversee tariffs consultation process in line with the provision of regulatory guidelines. The management of contract and legal regulation. Reviewing of all contracts. Recommendation of reviews. Provide support on legislation and regulation review and interpretation. The provision of business planning and general management for the Directorate. Human resources planning and management. Financial planning and management.

ENQUIRIES APPLICATIONS : Ms MSN Moshidi Tel No: 012 336 6614
: 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 NOTE : Planning, Recruitment and Selection unit
: Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 268 Lillian Ngoyi Street, Fedsure Forum Building, 1st Floor, Tramshed, Pretoria.
- FOR ATTENTION** : Joseph Mahlangu at 073 817 7871
- CLOSING DATE** : 26 May 2023 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application 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. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond “yes” or “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”, details thereof must be attached to the application. 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 are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for certified document 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. Non-RSA citizens/permanent resident permit holders must submit a copy thereof only if shortlisted. Any foreign acquired qualification must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, 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 test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. A pre-entry certificate obtained from National School of Government (NSG) is required for applicant for all SMS posts; full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants’ personal information and will only collect, use, and retain applicants’ personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to

designated groups for respective occupational levels as identified in the Department's Employment Equity Plan.

MANAGEMENT ECHELON

POST 16/129 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DWYPD/006/2023**
(Chief Directorate: Corporate Management)

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), fully inclusive remuneration package
: Pretoria
: Appropriate degree in Human Resource Management or relevant NQF 7 qualification. 10 years proven experience in the field of human resource management of which five were at middle/senior managerial level. Knowledge of governance and compliance framework relevant to human resource management in the public service; HR strategic management and development; human resource management business processes; organisational design principles and methodologies; relevant DPSA and National Treasury directives and guidelines; provisions related to employment equity planning; guidelines related to human resource policy and planning; provisions of the PFMA, Treasury Regulations, Public Service Act and Public Service Regulations. Skills: strategic capability and leadership; diversity management; transformation and change management; client orientation and customer focus; people management and empowerment; report writing; financial administration; continuous improvement; verbal and written communication; impact and influence; problem solving and analysis; networking and relationship building; service delivery innovation; programme and project management; client orientation and customer focus; computer literacy (MS Office); conflict management and Information management.

DUTIES : Manage the provision of human resource administration, recruitment and selection services. Manage the administration of conditions of service, remuneration and employees benefits. Oversee the administration of PERSAL and maintenance of personnel information. Manage the provision of human resource utilisation and development services. Manage the development and ensure effective implementation of the performance management and development system. Manage the development and implementation of skills development strategy and programmes. Ensure compliance with the Human Resources regulatory framework. Manage the provision of human resource planning, information management and HR system management services. Manage the development, implementation and maintenance of the Human Resource policy framework to ensure institutional compliance and fair labour practices. Manage the design and development of organisational structure and ensure its alignment with the strategic goals and objectives of the Department. Manage the employment equity programme of the Department. Manage the provision of labour relations and employee health and wellness services.

ENQUIRIES : Mbhazima Shiviti at (072) 755 5249

OTHER POSTS

POST 16/130 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/007/2023**
(Directorate: International Relations)

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), fully inclusive remuneration package
: Pretoria
: Appropriate diploma in International Relations, Political Science or relevant NQF 6 qualification. Six years' experience in the field of international relations and stakeholder relations of which three should be at supervisory level. Knowledge and understanding of multilateral and bilateral engagements. Principles that guide the foreign policy and international relations. Processes of preparing international reports. Global agenda on equality and the emancipation of women, youth and persons with disabilities. Processing bilateral international agreements and memoranda of understanding. Skills: client orientation and customer focus; financial management; negotiation; effective report writing, verbal and written communication; impact and influence; networking and relationship building; programme and project

		management; computer literacy (MS Office); emotional intelligence. Ability to work under pressure.
<u>DUTIES</u>	:	Coordinate multilateral engagements, bilateral relations; international treaty obligations and compliance reporting and official development assistance that seek to promote the socio-economic empowerment of women, youth and persons with disabilities and achievement of gender equality Prepare and coordinate draft briefing and speaking notes. Coordinate the development of concept notes and country statements. Organise inter-departmental meetings and represent the Department in interdepartmental meetings. Organise pre- and post-consultation meetings for stakeholders, including developing reports on multilateral and bilateral meetings as well as back-to-office reports on meetings with key stakeholders in the country. Coordinate with the various desks in DIRCO. Process correspondence from DIRCO requesting comments, inputs and actions by the Department. Assist with the logistical arrangements for participation in multilateral meetings. Manage reporting requirements processes in fulfilment of international treaty obligations on gender equality and the advancement and rights of women, youth and persons with disabilities. Assist in the popularisation of international instruments and treaties related to gender/women, youth and disability. Coordinate bilateral partnerships, leveraging, and coordinating international development support. Facilitate and coordinate the process of concluding international agreements and Memorandum of Understanding (MOUs) as well as coordinating implementation plans and monitoring progress on implementation plans. Coordination of international reporting against APP targets and Operational Plan. Provide administrative support to the Directorate including in the preparation of presentations and reports to Executive as requested. Compile official letters for Note Verbale to DIRCO and Official Passport to Home Affairs.
<u>ENQUIRIES</u>	:	Ranji Reddy at (079) 500 5555)
<u>POST 16/131</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: DWYPD/008/2023</u> Directorate: Legal Services
<u>SALARY</u>	:	R844 572 per annum (MR-5, dependent on qualifications and experience)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	LLB degree. At least 8 years appropriate post qualification legal experience. Admission as an attorney of the High Court or admission as an advocate would be an added advantage. Ability to negotiate and draft contracts, international instruments. Knowledge of women and youth empowerment legislation and rights of persons with disability laws, Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA) and the Constitution. Ability to interpret the provisions of the PFMA, Treasury Regulations, the Public Service Act (PSA) and the Public Service Regulations (PSR) as well as specific environmental legislation, issues affecting the environment and general environmental law. Knowledge of the rules of the various courts, including but not limited to the rules of the various high courts and magistrate's courts. Good verbal and written communication, presentation and negotiation skills and computer literacy. Ability to work in a team and independently. Willing to work long hours and travel to the various destinations for work purposes. Possession of a valid driver's license and be able to travel.
<u>DUTIES</u>	:	Provide the Department with legal services through reviewing, drafting and developing legislation relevant to the Department's mandate; drafting and scrutinising of agreements involving the Department; managing litigation for/against the Department; render legal support to the Department on external and internal matters.
<u>ENQUIRIES</u>	:	Nondumiso Ngqulunga at (076) 792 9141
<u>POST 16/132</u>	:	<u>DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: DWYPD/009/2023</u> Directorate: Information Communications Technology
<u>SALARY</u>	:	R811 560 per annum (Level 11), fully inclusive remuneration package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate diploma in Computer Science/Information Systems/Information Technology or relevant NQF6 qualification. Minimum of six years' experience in IT Infrastructure, Network, and Information Security is required of which three years should be at supervisory level. Network Operating System

Management specifically the Microsoft Environment is essential. Knowledge of hybrid cloud computing, Microsoft Office 365 and LAN/WAN support. Management of policy and standard operating procedures specifically in the area of IT Infrastructure, Network and Security Governance. ITIL and COBIT certification. Knowledge of IT Governance and Frameworks. Problem solving and analysis. Ability to administer Microsoft Active Directory and related Microsoft Systems and Services. Ability to maintain and troubleshoot network hardware, software and peripherals. Develop plans to improve ICT Security measures within the department. Customer relationship management. Working knowledge of the regulatory environment of information Technology and security. A valid driver's license.

DUTIES : Manage comprehensive technical services of infrastructure, networks and security. Manage the Microsoft environment. Manage and monitor the allocation of software licenses to ensure optimum utilisation and to minimise costs. Ensure the implementation of ICT Operational Plans and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies including modernisation of the infrastructure. Manage an information security risk register to address risk issues and action plans. Ensure data integrity, manage and monitor the security landscape, back-up and restoration. Deliver IT technical and operational projects. Develop and lead information security awareness and training initiatives. Provide input to the ICT Budget. Ensure compliance with all audit and risk management requirements. Lead and support the IT support team. Be flexible and innovative. People and Diversity Management.

ENQUIRIES : Malebo Kube at (081) 030 3046

POST 16/133 : **DEPUTY DIRECTOR: LABOUR RELATIONS AND EMPLOYEE HEALTH AND WELLNESS REF NO: DWYPD/010/2023**
(Directorate: Human Resource Management)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), fully inclusive remuneration package
: Pretoria
: Appropriate diploma in Labour Law/Labour Relations/Social Sciences/Social Work/Psychology or relevant NQF6 qualification. Six years' experience in labour practices and/or employee health and wellness of which three should be at supervisory level. Legislation and regulatory requirements applicable to labour relations in the public service; collective bargaining structures and processes; dispute resolution structures. Sound knowledge of the Employee Health and Wellness Strategic Framework, HIV/AIDS policies, sick leave management and PILIR policy. Knowledge and experience in counselling and trauma debriefing. Skills: people management; problem solving and crisis management; analytical thinking; policy development; effective communication (verbal and written); excellent report writing.

DUTIES : Manage sound labour relations and coordinate an effective and efficient Employee Health and Wellness programme in the Department. Plan, direct and co-ordinate labour relations activities in the Department. Develop and implement communication between the Department, labour unions and employees on collective bargaining matters. Ensure that departmental practices are aligned to labour legislation, administratively correct and employee sensitive. Advise management and employees on the development, application and interpretation of labour relations policies and practices. Manage collective bargaining matters. Ensure the effective resolution of grievances and disputes in the Department. Promote awareness among staff of the grievance procedures and dispute resolution processes and procedures. Coordinate disciplinary procedures in the Department. Coordinate and promote Employee Health and Wellness Programmes and awareness sessions. Promote organisational wellness through employee support and work-life balance. Conduct assessment, referrals counselling and intervention support to staff and maintain confidentiality. Develop and maintain partnerships with internal and external stakeholders. Analyse and manage data and other wellness information for reporting.

ENQUIRIES : Mbhazima Shiviti at (072) 755 5249

POST 16/134 : **ASSISTANT DIRECTOR: SOCIAL COHESION REF NO: DWYPD/011/2023**
Directorate: Advocacy and Mainstreaming for the Rights of Youth

SALARY : R527 298 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Appropriate diploma in Behavioural Studies/ Social Science/ Gender Studies/ Youth Development or relevant NQF6 qualification. Four years' experience of which two should be at supervisory level. Ability to be initiative and identify appropriate and timely interventions; programme design, planning, and coordination skills; ability to engage with state and non-state stakeholders; basic project design, management, and implementation; knowledge of legislation and policies regulating social cohesion and youth issues; excellent report writing and presentation skills; exceptional communication and proven interpersonal relationship skills; ability to develop and manage data bases; basic financial management skills; valid driver's licence.
<u>DUTIES</u>	:	Initiate the activities that promote social cohesion and nation building at the community level; initiate, contribute to, and support the setting-up of effective open intergenerational dialogue platforms for young people; increase the level of awareness and information on issues that negatively impact on the lives of young people and cohesion within their communities, such as mental health, substance abuse, teenage pregnancies, Gender Based Violence and Femicide, xenophobic attacks, sexual and reproductive health rights, education on sexuality; ensure and oversee the mainstreaming of social cohesion issues into departmental policies and programmes; manage implementation of programmes contributing to social empowerment, social cohesion and nation building; monitor the implementation of social cohesion and nation building projects; liaise with and maintain engagements with relevant stakeholders across sectors in all the three spheres of government to effectively initiate, plan and implement social cohesion projects; report regularly on progress regarding social cohesion interventions; make input into the budget allocated to the Directorate in line with the PFMA and National Treasury Guidelines.
<u>ENQUIRIES</u>	:	Sylvia Stevens at (076) 213 9941
<u>POST 16/135</u>	:	<u>ASSISTANT DIRECTOR: EVALUATION REF NO: DWYPD/012/2023</u> Directorate: Evaluation: Women, Youth and Persons with Disabilities
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate diploma in Monitoring and Evaluation, Social Sciences, Development Sciences, Economics or relevant NQF6 qualification. Four years' experience in the field of evaluations of which two should be at supervisory level. Knowledge of monitoring and evaluation systems and processes. Research methods and compilation of complex, analytical documents. Policies and practice on gender equality, women's empowerment, and gender, youth and persons with disabilities mainstreaming. Public policy and programming, including gender analysis Understanding of gender, youth and persons with disabilities programming in an economic sector, social sector and governance environment. Monitoring and evaluation theory and practice, including government outcomes planning, monitoring and evaluation policies, procedures and guidelines. Evaluation science, including evaluation typologies and theory-based evaluation. Research methods including qualitative and quantitative research. Legislation, governance frameworks and prescripts applicable to the functions of Department. Key government policy frameworks, mandates and strategic objectives. PFMA and Treasury regulations applicable to the functions of the Branch. Batho Pele principles and application thereof intergovernmental initiatives and interventions on gender equality and women's empowerment, including socio-economic empowerment programmes. Government-wide monitoring and evaluation systems. International, regional, continental and national commitments on women's empowerment gender equality, youth development and promotion of persons with disabilities.
<u>DUTIES</u>	:	Support evaluations to improve government performance, outcomes and impacts in relation to gender equality, women's empowerment, youth development and promotion of the rights of persons with disabilities. Support the development and implementation of gender, youth and persons with disabilities-responsive government evaluation policies and plans, including gender, youth and persons with disabilities departmental Evaluation Plan. Undertake policy analysis, consult on and support the development of Annual Gender Evaluation Plan. Support the development of mechanisms and institutional arrangements to facilitate gender, youth and persons with disabilities-responsiveness across the national evaluation system. Support the

development of guidelines on gender, youth and persons with disabilities mainstreaming within the National Evaluation System including the National Evaluation Plan, Provincial Evaluation Plans and Departmental Evaluation Plans. Undertake the evaluation of policies, programmes and institutions to improve performance on gender equality, women's empowerment, youth development and promotion of the rights of persons with disabilities including rapid evaluations to improve results and programme outcomes in key areas. Undertake analysis and assessment of inception reports including evaluation design and methods, theory of change and understanding of substantive theory and provide feedback to the evaluator. Provide ongoing oversight over evaluation process including ethics, evaluation instruments etc. Present evaluation findings and recommendations to key stakeholders and lead Department. Facilitate development of improvement plan arising from evaluation findings. Submission of final evaluation for independent quality assessment. Support the development of gender, youth and persons with disabilities evaluation database and systems to improve the evaluability of key programmes affecting gender equality, women's empowerment, youth development and promotion of the rights of persons with disabilities.

- ENQUIRIES** : Phumlani Tembe at (072) 525 0641
- POST 16/136** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: DWYPD/013/2023 3**
Directorate: International Relations
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in International Relations, Political Science or relevant NQF 6 qualification. Four years' experience in the field of international relations and stakeholder relations of which two should be at supervisory level. Knowledge of multilateral and bilateral engagements; principles that guide the foreign policy and international relations; processes of preparing international reports; global agenda on equality and the emancipation of women youth and persons with disabilities; processing bilateral international agreements and memoranda of understanding. Effective report writing, verbal and written communication skills. Research and knowledge management. Computer literacy (MS Office).
- DUTIES** : Support the coordinate multilateral relations, bilateral relations and official development assistance that seek to promote the socio-economic empowerment of women, youth and persons with disabilities and equality as well as to support international reporting obligations on international instruments. Coordinate the Department's optimal participation and interaction in multilateral fora on equality and women, youth and persons with disabilities' empowerment. Prepare and coordinate draft briefing and speaking notes. Coordinate the development of concept notes and country statement. Organise inter-departmental meetings and represent the Department in interdepartmental meetings. Organise pre-and post-consultation meetings for stakeholders. Process correspondence from DIRCO requesting comments and inputs by the Department. Assist with the logistical arrangements for participation in multilateral meetings. Support the management of reporting requirements processes in fulfilment of international treaty obligations on equality and the advance of women, youth and persons with disabilities. Assist in the development of the country reports. Support the coordination of bilateral partnerships and leveraging and coordinating international development support. Ensure timeous arrangement of accommodation, ground transport and flights for domestic and international travel. Assist with the compilation of official letters for Note Verbale to DIRCO and Official Passport to Home Affairs.
- ENQUIRIES** : Kele Moruane at (072) 525 0269
- POST 16/137** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF. NO: DWYPD/014/2023**
Directorate: Knowledge Management
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in Information Science, Information Technology or Knowledge Management or Library Management or relevant NQF6 qualification. Four years' experience in information and knowledge

management of which two should be at supervisory level. Knowledge and understanding of legislation, governance framework and prescripts applicable to the functions of the Knowledge Management. Knowledge of legislation related to the mandate and strategic objectives of the Department; public service information and records management frameworks; understanding of knowledge management systems; knowledge and application of knowledge management software (industry standards); understanding of inventory management system and project management system; knowledge of document and content management system; advance knowledge of computer programmes.

DUTIES : Provide knowledge management functions and provide information services in line with the Department's mandate, knowledge and information needs. Provide assistance in the implementation of effective knowledge and information management services for women, youth and persons with disabilities. Support the development and implementation of an integrated knowledge management system for the Department. Promote and monitor the use of knowledge and information within the Department. Maintain solutions that promote knowledge sharing and platforms that assist in informed decision-making. Maintain knowledge bases, webpages and the electronic document management system and ensure controlled access and security to sensitive information and documents. Promote and facilitate knowledge sharing, retention and contribution to the organisational intellectual capital. Evaluate the value of knowledge management initiatives and produce reports and briefings related to knowledge and information activities and projects. Administration of daily Knowledge Management functions and activities. Provide an information service to internal and external clients.

ENQUIRIES : Thivhulawi Mukwevho Tel No: (082) 382 6959

POST 16/138 : **ASSISTANT DIRECTOR: GOVERNANCE AND REGULATION FOR RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/015/2023**
Chief Directorate: Governance and Regulation for the Rights of Persons with Disabilities

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria

: Appropriate diploma in Social Sciences, Disability Studies, Law, Monitoring and Evaluation, Public Policy and Research or relevant NQF6 qualification. A postgraduate qualification will be an added advantage. Four years' experience in research, project management, monitoring and evaluation, performance reporting, of which two should be at supervisory level. Working knowledge and understanding of: national and international disability legislative and policy framework and understanding of the rights, needs and challenges of persons with disabilities; financial management, supply chain management, audit and risk management; research processes and project management. Skills: report writing; time management, analytical; stakeholder coordination; excellent written and verbal communication and presentation. Valid driver's license (not a pre-requisite for disabled applicants). Willingness to travel and ability to work outside working hours and to work under pressure.

DUTIES : To support and participate in monitoring and evaluation, compliance and reporting, research and coordination of progress in the implementation of international and national legislation and policies in respect of the Rights of Persons with Disabilities. Monitor and evaluate the implementation of the White Paper on the Rights of Persons with Disabilities, United Nations Convention on the Rights of Persons with Disabilities and other relevant Human Rights Treaty Obligations Instruments; develop monitoring and evaluation tools, templates and frameworks; coordinate, analyse and develop performance reports (national, continental and international); provide technical support on reporting guidelines and requirements to all spheres of government and conduct training workshops; coordinate stakeholders including national and provincial government departments, disability sector, civil society organisations and private sector; conduct analysis of Draft Annual Performance Plans of government departments through a disability inclusive lens; research and draft responses to ministerial enquiries and parliamentary questions as required; liaise with service providers and partners; draft submissions, letters, concept notes, MOUs, presentations and Terms of Reference as required; develop project plans and coordinate and report on implementation; compile monthly

and quarterly financial reports; perform secretariat function to project steering committees.

ENQUIRIES : Praveena Sukhraj-Ely Tel No: (081) 310 3722

POST 16/139 : **ASSISTANT DIRECTOR: ADVOCACY AND MAINSTREAMING, RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/016/2023**
Chief Directorate: Advocacy and Mainstreaming for the Rights of Persons with Disabilities

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in Public Administration/Public Management/legal or policy analysis/database development and management/project management/Advocacy and stakeholder management or relevant NQF 6 qualification. Four years' experience in disability rights inclusion of which two should be at supervisory level. Demonstrative experience in the advocacy and mainstreaming environment and stakeholder management capabilities. Policy and legislative analysis and research environment. Skills: policy and legislative analysis and research; project planning, management and organising; advocacy and analytical; document and financial management; events management and organising; database collation, development and management; stakeholder engagement; resource planning; problem solving and supervisory; time management; effective communication (verbal and written). Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : To manage, facilitate and implement advocacy and mainstreaming projects and plans. Develop and manage Advocacy plans and projects. Manage and coordinate stakeholders. Provide support on policy and legislative analysis and research. Develop presentations in line with projects. Coordinate, develop and manage stakeholder projects and provide reports thereof. Create, develop and database management process and system. Coordinate procurement of goods and services. Facilitate monthly, quarterly and annual reporting on management related matters. Handle queries from internal and external clients relating to supply chain matters. Monitor compliance about the implementation, interpretation and application of administrative policies. Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records Management policies. Coordinate all training requirements and activities.

ENQUIRIES : Benny Palime at (072) 525 0711

POST 16/140 : **ASSISTANT DIRECTOR: ECONOMIC EMPOWERMENT REF NO: DWYPD/017/2023**
Directorate: Governance and Regulation for Economic Justice and Empowerment of Women

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria
: Appropriate diploma in Humanities Studies, Social Sciences, Economics or relevant NQF6 qualification. Four years' experience of which two should be at supervisory level. Policies, strategies and programmes that mainstream the economic empowerment and participation of women. Policy formulation process within government; intergovernmental functioning and gender critical stakeholders; business and financial environment and stakeholders; government and private sector economics of scale; mandate and strategic objectives of the Department. Skills: effective written and verbal communication; planning and organising; computer literacy (MS Office Suite); gender diversities awareness.

DUTIES : Provide support on the promotion of policies and programmes that mainstream the economic empowerment and participation of women. Initiate and conceptualise the facilitation of economic empowerment strategies across government departments to ensure economic growth and inclusion with equitable gender benefit. Provide support in the implementation and promotion of policies or programmes that mainstream the economic empowerment and participation of women. Apply relevant knowledge that relates to and further enhances information dissemination, work organisation and organisational support. Provide documents that will improve or develop concepts of programmes, policy, theories and operational methods. Draft terms of

reference where applicable for task teams. Liaise with relevant external clients/departments/provincial administrations, colleagues and the public to further enhance the quality of outputs and the correspondence of relevant programme and policy topics. Provide support towards developing intervention plans for policies and programmes of economic opportunity that seek to create developmental access for women and promote gender equality in the mainstream economy through promoting women's access to funding opportunities in industrialisation and beneficiation. Engage in economic opportunities that are accessible to women to promote gender inclusion and equity. Analyse reports that contain descriptive, analytical, and evaluative content for implementations that may be submitted for approval and use for departmental purposes. Identify and source reports from various sources that pertain to the aims and objectives of the Department. Provide support through initiating the compilation of progress reports on initiatives aimed at women's economic empowerment and participation. Provide progress reports on the developments of existing as well as initiated programmes and policies that aim to improve the economic empowerment and participation of women in the mainstream economy.

ENQUIRIES : Prince Booi Tel No: (083) 243 3591

POST 16/141 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: DWYPD/018/2023**
Chief Directorate: Financial Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Appropriate diploma in Accounting/Auditing/Internal Auditing or relevant NQF6 qualification. Four years' experience of which two should be at supervisory level. Computer skills; knowledge of the Public Finance Management Act, Treasury Regulations and Financial Systems (BAS, Persal, LOGIS) Understand and apply commercial and financial principles. Readiness to make decisions; take the initiative and originate action; good communication and interpersonal relations; successfully adapts to changing demands and conditions.

DUTIES : Develop, implement, and monitor effective functioning of the system of internal control in the office of the Chief Financial Officer: implement internal control policies and procedures; monitor compliance with PFMA, Treasury Regulation, policies, and National Treasury directives; coordinate internal control processes; conduct internal control awareness campaign programmes, conduct workshops, roadshows and information sharing sessions. Coordination of audit: coordinate assurance processes (e.g. audit committee process, response to external and internal auditor's queries and management responses); coordinate development of post-audit implementation action plans and follow-up thereof; generate follow-up audit reports on non-implemented audit findings for submission to relevant managers/supervisors. Implement and monitor preventative controls in financial transactions: identify ineffective internal controls system (e.g. BAS, LOGIS, PERSAL); report internal control deficiencies with recommendations to Chief Financial Officer; report detected unauthorised, irregular, fruitless and wasteful expenditure.

ENQUIRIES : Desree Legwale at (083) 532 7393

POST 16/142 : **ASSISTANT DIRECTOR: ANTI CORRUPTION, ETHICS AND INTEGRITYMANAGEMENT REF NO: DWYPD/019/2023**
Sub-Directorate: Risk and Integrity Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Appropriate diploma in Risk Management/Auditing/Forensics or relevant NQF6 qualification. Four years' experience in Risk Management/Integrity and Ethics/Fraud Prevention Environment/Audit of which two should be at supervisory level. Demonstrate knowledge of all the legislation pertaining to anti-corruption in the public service (Public Service Regulations, Public Finance Management Act, Public Service Act and Treasury Regulations). Sound working knowledge of the legislative requirements relating to risk management. Completion of online course on Ethics in the Public Service. Skills: effective communication (verbal and written); report writing; ability to

		liaise with and coordinate stakeholder engagement; facilitation and presentation.
<u>DUTIES</u>	:	Provide support with regard to the implementation of anti-corruption, ethics and integrity management, risk management and business continuity management functions within Department. Coordinate and implement anti-corruption, ethics and integrity management plans. Assist with the coordination and secretariat functions of Risk Management Committee meetings. Implement financial disclosure in the Department in line with prescribed regulations. Facilitate policy review by benchmarking on best practices on ethics, integrity management and risk management frameworks. Assist in the implementation of business continuity management. Consolidate and verify quarterly reporting information. Conduct awareness to employees of the Department on anti-corruption, ethics, integrity management and risk management. Maintain fraud and corruption database. Assist in the implementation of the e-Disclosure framework.
<u>ENQUIRIES</u>	:	Ntombifuthi Mahlobo at (060) 978 1770
<u>POST 16/143</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: DWYPD/020/2023</u> Directorate: Communications
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria Appropriate diploma in Communications, Journalism, Media Studies or related fields or relevant NQF6 qualification. Post-graduate qualification (NQF level 8 or higher) in related fields will serve as an added advantage. Four years' experience in the communication environment of which two should be at supervisory level. Demonstrative ability to utilise all forms of media, including press releases and digital campaigns, print materials, social media, audio and video communications. Knowledge of Public Finance Management Act (PFMA); legislations relating to gender, youth and disability; project management; Batho Pele Principles; business processes linked to government procurement; Government Communication Information System. Skills: branding management; editing and technical ability linked to photography; report writing; planning and organising; interpersonal; computer literacy; language proficiency; event management; time management and managing multiple deadlines; be a team player, responsive to a dynamic and challenging environment in government communications.
<u>DUTIES</u>	:	Provide media liaison and public management services relating to media relations, drafting of media advisories, statements and opinion pieces, including planning of media briefings, working with GCIS and other partners. Develop content for and manage the social media accounts of the Department. Provide public relations and media liaison services in the build up to, during and post- events, also working with GCIS and partners. Provide project management support to units and partners involved in planning events with the Department. Develop business documents such as submissions, specification documents, communications plans, and related documents to ensure the business of communications is managed throughout the planning and execution of events and activities. Lend hands-on support in the execution of events, including but not limited to branding, AV and stage set up. Support both Department and Ministry in events planning and execution. Develop monthly, quarterly and post-event reports. Work with the team to develop content for internal communications, prepare presentation and present at meetings and management committees when required.
<u>ENQUIRIES</u>	:	Val Mathobela at (072) 756 2709
<u>POST 16/144</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONAL AUDITS REF NO: DWYPD/021/2023</u> (Directorate: Internal Audit)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria Appropriate diploma in Internal Audit/Auditing /Accounting or relevant NQF6 qualification. Membership with the Institution for Internal Auditors. Four years' experience in Internal/External Audit of which two should be at supervisory level. Standards for the Professional Practice of Internal Auditors. Operational Audit. Audit of Predetermined Objectives. Public Finance Management Act (PFMA) and Treasury Regulations. Public Service Act and Public Service

		Regulations. National Treasury Internal Audit Frameworks. Public Sector Risk Management Framework. Batho Pele Principles. International Financial Reporting Standards. International Accounting Standards. Generally Recognised Accounting Practice (GRAP). Skills: communication (both verbal and written); analytical; planning and organising; problem solving; computer literacy; conflict management.
<u>DUTIES</u>	:	Plan internal audit projects. Execute internal audit projects. Communicate audit results. Supervise junior internal audit staff members. Assist with the administrative duties of the Directorate: Internal Audit.
<u>ENQUIRIES</u>	:	Nomthandazo Chuene at (083) 406 6496
<u>POST 16/145</u>	:	<u>ASSISTANT DIRECTOR: SCM REF NO: DWYPD/022/2023</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate diploma in Supply Chain/Logistics/Finance or relevant NQF6 qualification Four years' experience of which two should be at supervisory level. Demonstrative in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments. Sound knowledge of LOGIS and Microsoft Office applications (especially Microsoft Excel).
<u>DUTIES</u>	:	Provide effective and efficient demand and acquisition management services to the Department and coordinate, review, undertake and implement the supply chain demand management framework and policies through research, analysis and planning of procurement requirements, the collating of information for the annual procurement plan ensuring that funds are available and the review and compilation of specifications. SCM Management Performance: ensure approval and authorisation of quotations and tenders. Operations Performance: ensure all quotations and tenders comply with delegations and legislations. Governance and Internal Controls: update policies and respond to audit queries and risk management. Operational functions: monitor and oversee requests for quotation, proposal and tenders. SCM record keeping and reporting. Ensure the deviation register is updated monthly. Monitor and oversee requests for quotation, proposal and tenders - process to meet SCM timelines as per the SCM service delivery metrics.
<u>ENQUIRIES</u>	:	Margaretha Jooste at (067) 420 6882
<u>POST 16/146</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DWYPD/023/2023</u> Directorate: Financial Management
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate diploma in Financial Accounting/Public Finance and Accounting or relevant NQF6 qualification. Four years' experience of which two should be at supervisory level. Knowledge of Financial Accounting in government; Financial Accounting prescripts, policies and practices; government financial systems (PERSAL & BAS); Public Financial Management Act, Treasury Regulation, Public service Act Preferential Procurement Policy Framework Act and related regulations. Skills: financial reporting, communication (verbal and written), stakeholder and customer focus, interpersonal, presentation, conflict management, planning and organising and project management. Proficient in MS packages.
<u>DUTIES</u>	:	Coordinate, review and undertake the implementation of financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures. Reconcile, administer, safeguard and file documents; manage the identification and resolution of all discrepancies between documents filed and transactions processed through the accounting system as per Treasury Regulations 8. 11 and 17.1; filing and archiving practices and review on a test basis the availability of source documents for recorded transactions; master-file Information (payroll, creditors, debtors and assets) maintained on the accounting system; verify SCOA, budget, amounts and allocations on payment advice/claims;

administration of financial accounts: review relevance, accuracy and validity of adjusted journal entries captured; reconciliations, including General and subsidy ledger reconciliation; tax reconciliation; reconciliation between BAS and other systems (LOGIS and PERSAL); timely and accurate clearing of suspense accounts and reports on un-cleared items as per Treasury Regulations 17.1.2; capturing of inter-departmental payments/ claims and review supporting documents; distribution of payrolls before the pay dates; review, analyse and implement changes and enhancements to the PERSAL system to ensure optimal efficiency; compile, review and analyse the information provided on reports as per the required timelines; compile liaise with auditors, coordinate and consolidate responses to queries, and manage follow-ups on the implementation of recommendations.

ENQUIRIES

:

Llewellyn Louw at (071) 383 0559

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representivity; will receive preference.

- APPLICATIONS** : Posted to Ms. Leanne Terblanche, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Leanne Terblanche, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za.
- CLOSING DATE** : 26 May 2023 @ 16:00
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

- POST 16/147** : **DIRECTOR: INFORMATION TECHNOLOGY REF NO: 02/2023**
- SALARY** : R1 105 383 per annum (Level 13), (an all-inclusive salary package). The remuneration package includes a basic salary, State's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A SAQA recognized undergraduate or equivalent qualification (NQF Level 7) in Information Technology and Information Management; and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Potential applicants for posts in the Senior Management Service as well as existing SMS members who wish to progress to higher levels within the SMS are expected to successfully complete the compulsory pre-entry Certificate for entry into the SMS which took effect on 1 April 2020 (Full details can be sourced by following the link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Individual applicants are expected to pay for the course and may enroll for it at a cost of R265.00. The duration of the course is 120 hours). No applicant will be appointed in the absence of the certificate.
- DUTIES** : To ensure implementation of Corporate Governance of ICT and that Information Communication Technology (ICT) is deployed in a uniform and organized manner within the national policy framework, including: Overseeing the establishment of an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of provincial departments; Align the FSPG's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the Province, with due consideration of the strategic direction of the Government; Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department; Facilitate

the implementation of and adherence to the policies and strategies as contained in the different plans, policies etc; Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreement (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Represent the relevant department at the GITO Council, including: Participate as a member on the National Government Information Technology Officer's Council (GITOC). To ensure the optimum utilisation of ICT resources within the Office of the Premier, including: Promote effective management of information and information technology as enabler as a strategic resource; Create an enabling environment for other managers to perform their functions more effectively and efficiently; Close communication as part of the top management team of the department with the top echelon of the department to promote the utilisation of information; Raising the level of awareness of the top management to the potential of the delivery of information services through enabling technologies; change the culture of the department to embrace an enterprise-wide information management and information technology approach. This requires the visible, strong and continuous support of senior managers; Take a leadership role in knowledge management. To provide support to other provincial departments, including: Apply an enterprise wide approach to the use of information management, (information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall co-ordination and control, and rapidly introduce new systems and technology to improve service delivery; Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department; Promote the utilisation of technology as a key enabler for the future in delivering information and services and promote its use in the re-engineering/transformation of government service delivery. To manage resources to ensure that the objectives of the component are achieved, including: Management of staff within the component; The development and updating of Job Descriptions for reporting staff; the performance management of staff within the component; Facilitation of training intervention; Give direction, guidance and advice to staff within the component.

**ENQUIRIES
NOTE**

: Dr. M. Phera Tel No: 051 405 4392
 : The successful candidate will be required to enter into a performance agreement within 3 months after assumption of duty; and will be required to disclose his/her financial interests in accordance with the prescribed regulations. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POST

POST 16/148

: **DEPUTY DIRECTOR: TECHNOLOGY DEPLOYMENT REF NO: 03/2023**

SALARY

: R811 560 per annum (Level 11), (an all-inclusive salary package). The remuneration package includes a basic salary, Annual Service Bonus, the Employer's contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.

**CENTRE
REQUIREMENTS**

: Bloemfontein
 : NQF level 7 qualification in Information Technology. Approximately six years appropriate experience plus managerial experience. Knowledge of Public Service Legislation. Knowledge of ICT policies, strategies, tenders, acquisition and deployment. Knowledge pertaining to Project Management, Business

DUTIES

: Agreements, Service Level Agreements and Functioning of a Provincial Government. Computer literate, ICT Research and Formal Presentation Skills. To assist with implementation of Corporate Governance of ICT; To keep abreast with ICT developments and render advice on acquisition and deployment of ICT to ensure compatibility and cost – effectiveness, including: Do research on new developments that is applicable on the available infrastructure and environment that can be on international trends on best practices, methods, MISS, ISO standards, security, quality; Research done through internet, books, magazines – all applicable resources; Ensure that technicians' qualifications are not outdated. When they were trained, windows 95 as still applicable, in other words their qualifications are also outdated; Advice on new developments e.g. the jobholder advised PGITOC and management to upgrade the LAN. They must have sound knowledge on these issues in order to give advice and do recommendations; Stay abreast with the brands that are available e.g. WIRELESS VS STRUCTURE; Monitor international trends and know enough to know the positive and negative on these trends; Give advice to users when they need new PC equipment; Manage the telephone system. To manage the development of ICT strategies, policies and implementation plans to ensure the optimum utilization of ICT as a strategic resource, including: Develop ICT strategies, policies and implementation plans to ensure the optimum utilization of ICT as a strategic resource; Consult with relevant stakeholders; Obtain legal advice on contents where necessary; Exercise project management; Submit progress reports to management; Manage all IT issues at EXCO meetings. To manage the design, development, implementation and maintenance of information systems to improve service delivery, including: One of the oversight functions is to develop programmes for the department as an oversight function; Maintain the current systems that are running by provincial departments - systems that are web-based and desktop based; Test outsourced system(s) (e.g. Intranet) on a weekly basis for functionality. To represent the CIO on various forums, including: Participate as a member on the National Government Information Technology Officer's Council (GITOC); As a member of the PGITOC, Chair for the following standing committees: Risk, Audit, Project and Change Management, E–government and E–governance. To manage resources to ensure that the objectives of the component are achieved, including: Management of staff within the component; The development and updating of job descriptions for reporting staff; The performance management of staff within the component; Facilitation of training interventions; Give direction, guidance and advice to staff within the component.

ENQUIRIES

: Dr. M. Phera Tel No: 051 405 4392

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 26 May 2023
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.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 a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at 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/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

MANAGEMENT ECHELON

- POST 16/149** : **DIRECTOR: IT SERVICE MANAGEMENT REF NO: HO2023/05/01**
Chief Director: Corporate Information Technology and Management
(5 Years Fixed Term Contract Performance Based)
- SALARY** : R1 105 383 per annum, (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science /Systems or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within IT Environment. ITIL Certification will be an added advantage. Experience in management of IT Service Level and Operational Level Agreements (SLA's and OLA's), IT Service Management environment, IT service desk, desktop support management, IT Governance,

IT Security and IT Disaster Recovery. Ability to manage the service delivery of ICT services and supervise IT service operations teams. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, PERSAL, SAP etc.), Information Technology Infrastructure Library (ITIL-industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Good communication (verbal and writing) skills, good inter-personal relations, analysis, conceptualizing and problem solving. Good understanding of Financial Management, change management, project and strategic Management, conflict management, policy analysis and development, facilitation, presentation, report writing, planning and organising skills. Valid South African driver's license is essential.

DUTIES : Oversee the development, implementation of the Information Security Policy and Disaster Recovery Strategy to manage the IT security vulnerabilities, as well as aligning the backup and restore implementation for both the server infrastructure and end user tools of trade to ultimately preserve the proprietary information and intellectual property of the Department. Manage the desktop support and service desk provisioning throughout the Department, including all the districts. Manage the availability and functionality of service-desk and related management tools in the Department. Manage the Service Level Agreement (SLA) and contracts of suppliers of information management and Information Technology goods and services, including management of licensing for intangible assets. Oversee the management of the service delivery through the implementing agents, eGov/SITA. Manage and monitor the capacity and availability of all hardware resources, including printers and tools of trade through its entire lifecycle within GDE. Oversee the development of ICT policies, processes, procedures and monitor the implementation thereof to ensure compliance with relevant regulatory frameworks and standards. Manage the operational efficiency and improvement of IT Governance in the Department. Oversee the management of audit improvement implementation in the IT environment including management of IT Risk register to ensure that risks are mitigated for.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540

POST 16/150 : **DISTRICT DIRECTOR: GAUTENG WEST REF NO: HO2023/05/02**
Chief Director: District Operations Management (Tshwaga Region)
(5 Years Fixed Term Contract Performance Based)

SALARY : R1 105 383 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control statutory activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the

Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540

POST 16/151 : **DIRECTOR: OFFICE OF THE DDG REF NO: HO2023/05/03**
Branch: GCRA
(5 Years Fixed Term Contract Performance Based)

SALARY : R1 105 383 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/Public Management/ Office Management/Office Administration/ Management/or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in skills development services or related fields. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Skills development strategies. Competencies: Strategic capability and Leadership, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer focus, Advanced Communication, Competence in key computer software packages, ability to work manage multiple and complex projects under pressure. Valid South African drivers' licence is a requirement.

DUTIES : Oversee the provision of the management/corporate secretarial support services. Ensure that documents of meetings are prepared, recorded, quality assured and communicated/disseminated to relevant role-players. Ensure that all reports from different chief directorates and other branches are coordinated, analysed, consolidated, and reported on. Ensure the compliant safekeeping of all documentation in the Office in line with appropriate legislation and prescripts. Oversee the provision of administration support services. Support and monitor implementation of key branch programmes implemented in Branch Gauteng City Region Academy. Compile reports, presentations and speeches on behalf of the Deputy Director-General. Monitor compliance with relevant committees and legislature bodies to which the Department accounts. Manage and oversee the provisioning of general administration, assets, human and financial support. Develop, implement, and maintain an effective and efficient stakeholder and office management systems. Implement and maintain effective processes/ procedures for information and documents flow to and from the Office. Provide oversight and advisory support services to Branch: Gauteng City Region Academy. Routinely monitor the implementation of selected, identify departmental service delivery programmes. Attend to all queries and ensure that they are resolved within the stipulated time. Manage resources within the Branch. Coordinate contracts and performance reviews of Chief Directors reporting to DDG. Manage the human resource aspects related to the staff in the Office including performance, leave register, telephone accounts etc. Oversee responses drafted by the staff in the office and managers reporting to the DDG on enquiries received from internal and external stakeholders. Manage and monitor the office budget and spending plus trends analysis in terms of keeping record of expenditure commitments and advise the office regarding possible over- and under spending. Coordinate the DDG's performance contract and review reports. Determine and collate information regarding the budget needs of the Office. Ensure the implementation and maintenance of risk management plan and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Branch's performance.

ENQUIRIES : Ms. Tlaleng Ngubeni Tel No: (011) 843 6544

OTHER POST

POST 16/152 : **PERSONAL ASSISTANTS (X2 POSTS)**

SALARY : R294 321 per annum
CENTRE : Head Office, Johannesburg

	Chief Directorate: Strategic Planning and Management (Ref No: HO2023/05/04)
<u>REQUIREMENTS</u>	: Directorate: System Administration and Certification (Ref No: HO2023/05//05) Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	: Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Directorate/ Chief Directorate.
<u>ENQUIRIES</u>	: Ms Lerato Machaka Tel No: 011 843 6532

DEPARTMENT OF HEALTH

OTHER POSTS

<u>POST 16/153</u>	: <u>CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: CM-05</u> Directorate: Office of the CEO
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 491 627 – R1 605 330 per annum, excluding commuted overtime : Wits Oral Health Centre : Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 5 years' appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years' supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver's license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/Knowledge: Knowledge of ethical medical practice, good communication, presentation & reporting, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point).
<u>DUTIES</u>	: Manage and supervise all clinical and allied oral health services. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medico-legal cases. The incumbent will be responsible to compile the institutional Annual Operational Plan and monitor the performance. Report and present institutional performance monthly/quarterly/annually. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist and Support the implementation of Ideal Hospital Realisation and Maintenance Framework in the hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Lead and drive CPD and M&M Programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources in the clinics. Monitor commuted overtime and ensure adherence to RWOPS policy. Perform other duties as delegated by the manager.
<u>ENQUIRIES</u>	: Dr M Thekiso Maphefo.thekiso@wits.ac.za

- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown or emailed to Pulankana.Monama@gauteng.gov.za. No faxed applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as current proof of HPCSA registration 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. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 26 May 2023
- POST 16/154** : **CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: EHD2023/O5/18**
Directorate: Oral Health
Re-Advertisement
- SALARY** : Grade 1 - R1 288 095 – R1 427 352 per annum, (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with BDS/BChD Degree or equivalent qualification. Registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. A minimum experience of 8 years after Registration with the HPCSA as a Dental Practitioner. Computer literacy (MS Word, Excel, PowerPoint, Microsoft Teams; Zoom) etc. Excellent Communication skill (written and Verbal). Applicant must be in a possession of a valid South African Driver's license. Sound Knowledge and experience of Oral Health Services Legislations and related Legal and Ethical Practices. Sound knowledge of Finance: PFMA and Public Service Act and Regulations. Good interpersonal Relation, IT, Financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Ability to work with Oral Health Services Multidisciplinary Team and intersectoral partners relevant to the provision of holistic Services. Willingness to manage, train and supervise Oral Health Staff within the District.
- DUTIES** : To manage and supervise the Ekurhuleni Oral Health Services (Dentists, Allied Oral Health Practitioners, and all other Staff within the Unit). To manage the Commuted Overtime for Dentist in Ekurhuleni Oral Services. To coordinate Oral Health Services by managing the formulation, Implementation and Monitoring of Policies, Protocols and Regulations. To manage Effectively, Efficiency and Economically the Finance of Ekurhuleni Oral Health Services according to the PFMA. To promote and conduct Research. To manage complaints within the Unit and advice the District Management accordingly. To be involved in recruitment and placement of Staff within Ekurhuleni Health District. To provide access to skills development and capacity building opportunities. To work collaboratively in solving problems and generate solutions to common problems within the Department that may be impacting on the performance of the incumbent.
- ENQUIRIES** : Dr EM Tipoy Tel No: (011) 876 1777; Tel No: (011) 876 1802 & Mobile: 076 120 0148
- APPLICATIONS** : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration

(DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 26 May 2023
- POST 16/155** : **MEDICAL SPECIALIST REF NO: SBAH 0029/2023**
Directorate: Ophthalmology
- SALARY** : Grade 1: R1 214 805 per annum, plus benefits
Grade 2: R1 386 069 per annum, plus benefits
Grade 3: R1 605 330 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
: MBChB and FCS (Ophth) or Mmed (Ophthalmology). Registration with the HPCSA as an Independent Medical Specialist.
- DUTIES** : Giving a comprehensive medical and surgical care to patients in Ophthalmology. To participate in teaching and training of under-and post-graduates in Ophthalmology.
- ENQUIRIES APPLICATIONS** : Prof P.S Makunyane Tel No: 012 354 1782
: must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 May 2023
- POST 16/156** : **MEDICAL SPECIALIST: OBSTETRICIAN AND GYNAECOLOGIST GRADE 1-3 REF NO: REFS/017148**
Directorate: Medical Department
- SALARY** : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package)
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package)
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Leratong Hospital
: Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as Obs & Gynae Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. 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. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience

		in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.
<u>DUTIES</u>	:	Co-ordinate all clinical and administrative duties within the Department. Overall clinical management of Obstetrics and Gynaecology unit patients. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Obs & Gynae Department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient Obs & Gynae outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng Department of Health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure an effective outreach to District hospitals. Participate in academic activities in the Hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.
<u>ENQUIRIES</u>	:	Dr. P Phanzu Tel No: (011) 411 3508
<u>APPLICATIONS</u>	:	should be submitted strictly online at the following E-Recruitment portal: – http://www.professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/157</u>	:	<u>MEDICAL SPECIALIST: INTERNAL MEDICINE GRADE 1-3 REF NO: REFS/017149</u> Directorate: Medical Department
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum, (all-inclusive remuneration package) Grade 2: R1 386 069 per annum, (all-inclusive remuneration package) Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as Internal Medicine Medical Specialist. Grade 1: No experience required. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty.

A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. 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. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES : Co-ordinate all clinical and administrative duties within the Department. Overall clinical management of Internal Medicine unit patients. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Internal Medicine Department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient Internal Medicine outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng Department of Health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure an effective outreach to District hospitals. Participate in academic activities in the Hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.

ENQUIRIES APPLICATIONS : Dr. P Phanzu Tel No: (011) 411 3508
: should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

NOTE : Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

CLOSING DATE : 26 May 2023

POST 16/158 : **MEDICAL SPECIALIST: ANAESTHESIOLOGY GRADE 1-3 REF NO: REFS/017150**
Directorate: Medical Department

SALARY : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package)

**CENTRE
REQUIREMENTS**

Grade 2: R1 386 069 per annum, (all-inclusive remuneration package)
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)
Leratong Hospital
Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as Anaesthesiology Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. 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. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES

Co-ordinate all clinical and administrative duties within the Department. Overall clinical management of Anaesthesiology unit patients. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Anaesthesiology Department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient Anaesthesiology outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng Department of Health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure an effective outreach to District hospitals. Participate in academic activities in the Hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.

**ENQUIRIES
APPLICATIONS**

Dr. P Phanzu Tel No: (011) 411 3508
should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

NOTE

Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department

reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

CLOSING DATE

: 26 May 2023

POST 16/159

: **MEDICAL SPECIALIST GRADE 1**
Directorate: OBS and GYNAE

SALARY

: R1 214 805 - R1 288 095 per annum

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with HPCSA as Medical Speciality in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist in a normal speciality. No experience. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising junior doctors (undergraduate student, interns and community service doctors). Willing to do commuted overtime, rendering of after-hour (night, weekend and public holidays) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings, and completing MEDICO Legal document timeously (e.g. Death Certificate). Participate in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and acute record keeping as legally and required. Reporting to the Head of Unit, service delivery, clinical audits, and where necessary quality improvement plans. Assist HOD to monitor, implement and adhere to the compliance of the National Core Standards within the department. Serve in their specific outreach programs. Preparing and writing reports. Assist the clinical head with administration responsibility. Comply with the Performance Management and Development System (contract, quarterly or semester review and final assessment).

ENQUIRIES

: DR. M Maphobela Tel No: 011 812 8644

APPLICATIONS

: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE

: Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE

: 26 May 2023

POST 16/160

: **MEDICAL SPECIALIST: ANAESTHESIOLOGY REF NO: REFS/017161 (X1 POST)**
Directorate: Clinical Services

SALARY

: Grade 1: R1 214 805 per annum, (all package inclusive)
Grade 2: R1 386 069 per annum, (all package inclusive)
Grade 3: R1 605 330 per annum, (all package inclusive)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: **Grade 1:** MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesiology. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. No work

Experience required after registration with HPCSA as a Medical Specialist. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesiology. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Specialist after registration with the HPCSA as Medical Specialist. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative. Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) will be an added advantage.

DUTIES : Ensure effective and efficient clinical service delivery within the domain of the central hospital as well as at other cluster hospitals. To support, teach and examine pre-graduate and post-graduate students in the appropriate aspects of Clinical Unit. Initiate and participate in research activities and publications in accordance with the School of Medicine plans. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.

ENQUIRIES APPLICATIONS : Prof. H Kluyts Tel No: 012 521 4089
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly.. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 26 May 2023

POST 16/161 : **MEDICAL SPECIALIST: GENERAL SURGERY REF NO: REFS/017154 (X2 POSTS)**
Directorate: Clinical Services

SALARY : Grade 1: R1 214 805 per annum, (all package inclusive)
Grade 2: R1 386 069 per annum, (all package inclusive)
Grade 3: R1 605 330 per annum, (all package inclusive)

- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : **Grade 1:** MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Specialist in General Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Specialist. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in General Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative. Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) will be an added advantage.
- DUTIES** : Ensure effective and efficient clinical service delivery within Surgery Department. Ensure Clinical and Co-operation and liaison with other departments within the hospital. To support, teaching and training within the department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
- ENQUIRIES** : Prof. Z Koto Tel No: 012 521 4153/4150
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 26 May 2023

POST 16/162 : **MEDICAL SPECIALIST: PAEDIATRICS SURGERY REF NO: REFS/017155 (X1 POST)**
 Directorate: Clinical Services

SALARY : Grade 1: R1 214 805 per annum, (all package inclusive)
 Grade 2: R1 386 069 per annum, (all package inclusive)
 Grade 3: R1 605 330 per annum, (all package inclusive)

CENTRE REQUIREMENTS : Dr George Mukhari Academic Hospital
Grade 1: MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Specialist in Paediatrics Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Specialist.
Grade 2: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Paediatrics Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist.
Grade 3: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative. Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) will be an added advantage.

DUTIES : Ensure effective and efficient clinical service delivery within Surgery Department. Ensure Clinical and Co-operation and liaison with other departments within the hospital. To support, teaching and training within the department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.

ENQUIRIES APPLICATIONS : Prof. Z Koto Tel No: 012 521 4153/4150
 Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal

		records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/163</u>	:	<u>MEDICAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY REF NO: REFS/017157 (X1 POST)</u> Directorate: Clinical Services
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum, (all package inclusive) Grade 2: R1 386 069 per annum, (all package inclusive) Grade 3: R1 605 330 per annum, (all package inclusive)
<u>CENTRE REQUIREMENTS</u>	:	Dr George Mukhari Academic Hospital Grade 1: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Specialist. Grade 2: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. Grade 3: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. In addition to the above, the candidate will be a joint appointee with Safako Makgato Health Sciences university and will be part of the under and post graduate teaching programs and will participate in research projects. There will be after-hour duties. Being a sub specialist in gynaecology, namely oncology, urogynaecology, infertility and endoscopic surgery would be an advantage.
<u>DUTIES</u>	:	Ensure effective and efficient Obstetrics and Gynaecology service delivery. Supervision and training of undergraduates, interns, medical officers, and registrars. Manage hospital administrative duties as well as academic administration. Plan and organize work to achieve academic, administrative and research objectives
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. TJ Mashamba Tel No: 012 521 4461/4638 Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal

records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
26 May 2023

CLOSING DATE

:

POST 16/164

:

MEDICAL REGISTRAR: ORTORHINOLARYNGOLOGY SURGERY.HEAD AND NECK-ENT REF NO: REFS/017159 (X2 POSTS)
Directorate: Clinical Services

SALARY

:

Grade 1: R906 540 per annum, (all package inclusive)
Grade 2: R1 034 373 per annum, (all package inclusive)
Grade 3: R1 197 150 per annum, (all package inclusive)

CENTRE

:

Dr George Mukhari Academic Hospital

REQUIREMENTS

:

Grade 1: MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as a Medical Officer and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Officer. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Medical Officer after registration with the HPCSA. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as a Medical Officer and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as a Medical Officer after registration with the HPCSA. Advanced Trauma Life Support (ATLS) and Basic Surgical Skills. Rotation in General Surgery including other surgical departments will be an added advantage. ENT Primaries will be an added advantage.

DUTIES

:

To provide efficient and effective clinical care within the provision of tertiary hospital service package. To provide optimum quality health care to patients: perform therapeutic management duties. To promote and provide palliative care. To refer patients to appropriate level of care. Guide, support and supervise junior staff towards management of patients. Ensure compliance to all relevant legislation, policies and protocols. Work as a team with all staff. To perform commuted overtime in order to provide a 24hr clinical service. To ensure multi-disciplinary teamwork. To ensure continuous training and education of the interns and students. To assist in departmental cost-efficiency practices. To step into management responsibilities as and when the need arises. To attend to in-patients, outpatients and casualty responsibilities

ENQUIRIES

:

Dr. R Masela Tel No: 012 521 4663/4234

APPLICATIONS

:

Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails

reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

:

26 May 2023

POST 16/165

:

MEDICAL OFFICER REF NO: SBAH 0030/2023 (X1 POST)

Directorate: Urology

SALARY

:

R906 540 per annum, plus benefits

CENTRE

:

Steve Biko Academic Hospital

REQUIREMENTS

:

MBCbB degree. Registered as an Independent Medical Practitioner with HPCSA. Must have primary exams, having intermediates exams is not mandated but will serve as an advantage.

DUTIES

:

Successful candidate will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical services provision within the Urology department. Participate in the department's academic program and research activities. Ability to work within a team of health care professionals with integrity and respect. Dedicated to patient care and quality health care services. A good track record of fostering teamwork and collaborations with among physicians.

ENQUIRIES

:

Dr K Mathabe Tel No: 012 354 1281

APPLICATIONS

:

must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE

:

The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

:

26 May 2023

POST 16/166

:

MEDICAL REGISTRAR: DIAGNOSTIC RADIOLOGY REF NO: REFS/017147 (X2 POSTS)

Directorate: Clinical Services

SALARY

:

Grade 1: R906 540 per annum, (all package inclusive)

Grade 2: R1 034 373 per annum, (all package inclusive)

Grade 3: R1 197 150 per annum, (all package inclusive)

CENTRE

:

Dr George Mukhari Academic Hospital

REQUIREMENTS

:

Grade 1: MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as a Medical Officer and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Officer. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Medical Officer after registration with the HPCSA. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as a Medical Officer and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as a Medical Officer after registration with the HPCSA. Possession of primary exam (FC Rad (D) Part 1 of College of Medicine South Africa (CMSA) will be an added advantage. Good interpersonal and communication skills (written and verbal). 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. Knowledge of legislation, policies and procedure pertaining to health care users.

DUTIES

:

To be responsible for service delivery within the department of Diagnostic Radiology at DGMHAH. To fulfil the administrative, academic and research requirements. Undertake all tasks as directed by the Head Clinical Department and the Head of Clinical Unit services at the Institution. Participates in the academic and interdepartmental activities conducting research toward MMed.

- Supervise and teach medical students, Radiography students and other service commitments to DGMAH.
- ENQUIRIES APPLICATIONS** : Dr. MNE Sithole Tel No: 012 529 3962
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form 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 must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 26 May 2023
- POST 16/167** : **REGISTRAR REF NO: UPOHC/PROSTHO/13/2023**
Directorate: Prosthodontics Re-advert
- SALARY CENTRE REQUIREMENTS** : R906 540 – R947 046 per annum, (all -inclusive package)
: University of Pretoria Oral Health Centre
: A BChD/ BDS degree or equivalent qualification. Current registration with HPCSA as a Dentist in the category independent practice. At least two (2) years general dental practice experience after community service. Passed primary subjects (Anatomy and Physiology). Recommendations Post graduate qualification in the field of Prosthodontics. Research experience/publications.
- DUTIES** : The successful candidate will be responsible for service rendering for Prosthodontics department. Participate in teaching undergraduate students. Participation in departmental research. N.B Shortlisted candidate will undergo practical assessment during interviews.
- ENQUIRIES APPLICATIONS** : Prof. LM Sykes Tel No: 012 319 2681/2446
: Quoting the relevant reference number. Applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful. The Gauteng department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023

- POST 16/168** : **CLINICAL PSYCHOLOGIST GRADE 1 – GRADE 3 REF NO: EHD2023/O5/19**
 Directorate: Mental Health Services (NGCT)
 Re-Advertisement
- SALARY** : Grade 1: R790 077 – R866 658 per annum, (all-inclusive remuneration package)
 Grade 2: R918 630 – R1 018 047 per annum, (all-inclusive remuneration package)
 Grade 3: R1 063 611 – R1 249 254 per annum, (all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
 : Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Clinical Psychologist. **Grade 1:** Less than 8 years relevant experience required after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** At least 8 years, but less than 16 years, relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** 16 years and more relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Experience in psychiatry or community mental health will be an added advantage. Annual Practice Certificate. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. A valid driver's license is essential.
- DUTIES** : Provide psychological services to adults, adolescents, and children (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric assessments and neuropsychological assessments. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the clinics. Render outreach programmes, coordinate and manage provision of psychology services. Research and capacity building responsibilities, including training and/or supervision of community service psychologists. Carry out administrative duties. Plan and prepare for all internal and external audits. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery in line with National Standards.
- ENQUIRIES APPLICATIONS** : Dr B.J.K Motshwane Tel No: (011) 876 -1717
 : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

POST 16/169 : **ASSISTANT MANAGER SPECIALTY**
Directorate: Nursing

SALARY : R683 838 – R767 184 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Basic R425 qualification (i.e diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. Post basic child nursing science or paediatric nursing qualification with one (1) year accredited with SANC. Diploma or degree in nursing management /administration. A minimum of ten (10) years appropriate/ recognisable experience in nursing after registration with SANC in general nursing. At least six (6) years of the period referred to above must appropriate/ recognisable experience in specific speciality after obtaining the one (1) year post basic qualification in paediatric specialization. Three (3) years of the period referred above must be appropriate recognisable experience at management level. Skills knowledge of nursing care process and pressure, nursing statutes and relevant legal frame works that governs nursing. Leadership, organisational, decision making and problem- solving abilities within the time limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiations, conflict and counselling skills. Financial and budget knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing.

DUTIES : Provision of quality supervision of nursing care. Assist in assessment ideal hospital realization framework/ national care standards. Coordination of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resource: human, financial and nursing service. Coordination of the provision of effective training and research. Provision of effective support to nursing services: to assist with the relief duties of the nursing manager, working after hours over weekend, public holidays and at night. Maintain professional growth/ ethical standards and self-development. Submit report and statistics timeously and maintain constructive working relationship.

ENQUIRIES : Ms. K Tinghisi Tel No: 011 812 8313
APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 26 May 2023

POST 16/170 : **ASSISTANT MANAGER NURSING REF NO: EHD2023/O5/20**
Directorate: PHC
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.

SALARY : R683 838 – R767 184 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : A Grade 12 with Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional

Nurse. Registration with the SANC as Professional Nurse specialty. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) or R212(Advanced Midwifery and Neonatal Science). A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Financial management and human resource management knowledge; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and driver's license is essential.

DUTIES

: To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Oversee provincial personnel in Local Authority facilities. Ensure submission of day, weekly, monthly, quarterly, and annual reports. General administration duties and management soft skills is mandatory, Deputize the NSDR Deputy Manager when delegated.

**ENQUIRIES
APPLICATIONS**

: Ms G.S Mateza Tel No: (011) 565 - 5163
 : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 26 May 2023

POST 16/171 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2023/O5/21**
Directorate: Primary Health Care
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.

SALARY : R627 474 – R703 752 per annum
CENTRE : Northmead Clinic (NSDR)
REQUIREMENTS : Grade 12 with basic qualification accredited with SANC in terms of Government Notice R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government Notice No R48 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy and driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.

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

ENQUIRIES : Ms R. Sapie at 082 476 6273
APPLICATIONS : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

POST 16/172 : **OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: HRM 11/23**
Directorate: Nursing

SALARY : R627 474 – R703 752 per annum, (plus benefits)
CENTRE : Sterkfontein Hospital

- REQUIREMENTS** : Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of period above must be appropriate/recognisable experience in the Management of Psychiatric patients after obtaining the advanced psychiatric qualification. Good interpersonal, communication project management and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, Regulated Norms and Standards and other legislative Framework. Computer literacy and driver's license.
- DUTIES** : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply Chain Management Procedures. Ensure effective efficient coordination and integration of quality specialised nursing care and management of complex psychiatric cases through implementation of advanced procedures and nursing interventions that are in accordance with the development care plan and best practice standards. Compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Utilize resources effectively and efficiently using prescripts and relevant legislation. Implement change management and projects as needed. Participate in hospital committees, training, coaching and mentoring of young nurses.
- ENQUIRIES APPLICATIONS** : Ms.M. Sono Tel No: 011 951-8202
: Application must be submitted on fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two references. Applications to be submitted at the box which will be placed at the main gate, applications can be hand delivered at Sterkfontein Hospital, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 7;30 to 15h30 or posted to P. O Box 2010, Krugersdorp, 1740.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents with results in the application not being considered. (Only shortlisted candidate will submit certified copies) if you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks-provide at least 3 of which one must be your immediate Supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). recommended candidates may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/test for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 26 May 2023 at 12h00
- POST 16/173** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2023/O5/22 (X1 POST)**
Directorate: HAST
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686 per annum, (plus benefits)
: Ekurhuleni Health District (SSDR)
: Grade 12 with Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Current registration with SANC. A valid driver's license and computer literacy is essential. Experience in TB, HIV and AIDS and STI programme management. Evidence of HAST Trainings courses attended. Skills (Interpersonal, good communication and report writing).
- DUTIES** : Implementation of the HAST strategic plan in line with the 90 90 90 HIV and TB strategy. Improving access to HIV and TB services through routine HTS, TB screening, GeneXpert + PCR testing. Coordination of PMTCT Program within the sub district. Implementing quality assurance to HIV, DS-TB and DR-

TB programme to ensure sustained viral suppression and cure rates. Liaison with HIV partners and municipality to improve service delivery. Implementation of integrated health information system for HAST (DHIS / Tier.net and EDRweb). Community mobilization and NGO support with focus on key populations / condom distribution and VMMC services. Conducting quarterly reviews for performance monitoring at Sub District level. Manage human, financial and physical resources for HAST at sub district and prepare sources documentation for audit purposes. Report writing and presentation at Sub District and District level.

ENQUIRIES : Ms S.A Motloung Tel No: (011) 876 1820
APPLICATIONS : to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005 Germiston, 1400

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 the HR department. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

POST 16/174 : **CLINICAL PROGRAMME COORDINATOR CHILD REF NO:**
TDHS/A/2023/45
 Health, EPI, CDC & Outbreak Response
 Directorate: Health & Outreach Programmes

SALARY : Grade 1: R497 193 – R559 686 per annum
 Grade 2: R575 898 – R645 720 per annum

CENTRE : Tshwane District Health Services
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government notice 425 (i.e diploma / degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate /recognisable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. Other Skills / Requirements: Diploma in Nursing or B CUR; Diploma in Midwifery, Diploma in Management will be an added advantage. 5 years' experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Computer Literacy; Valid Driver's License.

DUTIES : Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI. PMTCT & Disease Surveillance. Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g TB, Malaria, Rabies, Vaccine Preventable diseases, Covid-19 etc.). Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/surveillance data which measure health practices in the Sub District, in order to provide support and report on

findings to district health management. Network with other provincial departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyses emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct Catch up campaign and events that convey health messages and practices which support prevention and control of communicable diseases.

ENQUIRIES APPLICATIONS : Mrs Lekwetji Komane Tel No: 012 4519213
 : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and 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 months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject 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 : 26 May 2023

POST 16/175 : **OPERATIONAL MANAGER NIGHT SUPERVISION (X2 POSTS)**
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R497 193 – R559 686 per annum
 : Far East Rand Hospital
 : Basic nursing qualification with SANC registered which is a diploma/ degree and basic midwifery registered with South African Nursing Council. Nursing administration is required. A minimum of 7 years recognisable experience in nursing, basic computer skills. Current SANC receipt. Basic midwifery qualification, Demonstrate basic understanding of HR and financial policies and practices. Sound knowledge of public service policies code of conduct and team building, leadership, decision making and problem solving skills. Knowledge of all legislation relevant to health care service.

DUTIES : Supervise and ensure provision of effective and efficient care through adequate nursing at night, maintain constructive work relationship with nursing and other stakeholders, proper utilization of human, financial and physical resources, develop and maintenance of quality patients care environment that promote optimum patient experience of care at night, manage the allocation of beds during night shift, ensure the implementation of national core standards and ideal hospital realisation framework, coordinate the development and implantation of institution guidelines in line with legislation, assist with data collection, analysis and reports pertaining to nursing management in the hospital, perform other duties that delegated by the manager.

ENQUIRIES APPLICATIONS : Ms. K Tinghisi Tel No: 011 812 831/8317
 : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. Curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA)

and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE

: 26 May 2023

POST 16/176

: **OPERATIONAL MANAGER GENERAL (X2 POSTS)**

Directorate: Nursing

SALARY

: R497 193 – R559 686 per annum

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Basic nursing diploma/ degree a professional nurse registered with South African Nursing Council. Basic midwifery qualification. A minimum of 7 years' appropriate experience in nursing after registered as a professional nurse with SANC. Diploma or degree in nursing administration. Current SANC receipt. Sound knowledge of public service policies code of conduct and team building. Must have leadership, decision making and problem solving and team building skills. Knowledge of all legislation relevant to health care service. Computer literacy.

DUTIES

: Supervise and ensure provision of effective and efficient care through adequate nursing, maintain constructive work relationship with nursing and other stakeholders, proper utilization of human, financial and physical resources, promotion of professionalism and leading by example at all times, co-ordination of activities of other health team members, will be part of the hospital management team, develop and maintenance of quality patient care environment that promote optimum patient experience of care, relieve area manager and can be delegated in the nursing office when necessary.

ENQUIRIES

: Ms K Tinghisi Tel No: 011 812 8317/8313

APPLICATIONS

: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE

: Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. Curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE

: 26 May 2023

POST 16/177

: **OPERATIONAL MANAGER (SURGICAL WARD) REF NO: 09/2023 (X1 POST)**

Directorate: Nursing

SALARY

: R497 193 per annum, (plus benefits)

CENTRE

: Kopanong Hospital

REQUIREMENTS

: Appropriate Degree/ Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Candidate must be registered with SANC and have a current receipt. Good interpersonal relations, communication and leadership skills.

- DUTIES** : Demonstrate basic understanding of human Resource policies and practice through effective implementation of PMDS, disciplinary processes, leave management and supply chain management procedures. To manage and monitor= proper utilisation of human, financial and physical resources. Compliance to Batho-Pele principles, key priorities areas and Ideal Hospital Realisation and Maintenance. Deputize the nursing managers in absence. Participate in hospital committees, training, coaching and mentoring of nurses under your supervision. Demonstrate creativity and innovation in implementation of service to ensure quality patient care. Management of data in accordance with DHIMS policy. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multidisciplinary team on a supervisory level to ensure good nursing care by nursing team. Work effectively, and amicably at a supervisory level, with person of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in unit. Ensure compliance with environmental health norms and standard and occupational health safety act. Ensure effective and efficient budget and assets control for the department.
- ENQUIRIES** : Ms. ME Polo Tel No: (016) 428 7130
- APPLICATIONS** : Applications must be submitted at Kopanong Hospital, 2 casino Road, Duncanville, at HR Officers. There is an application box at hospital entrance ask Security Officers on duty for assistance, Alternative, applications can be posted to Kopanong Hospital, Private Bag X031, Duncanville, 1930.
- NOTE** : Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with Disabilities are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The institutional Employment Equity Plan will be considered in the process in the filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Human Resources Department.
- CLOSING DATE** : 31 May 2023
- POST 16/178** : **PROFESSIONAL NURSE GRADE 1 – GRADE 2 (OPHTHALMIC NURSING SCIENCE) REF NO: EHD2023/O5/23**
Directorate: Primary Health Care
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R431 265 – R497 193 per annum, (plus benefits)
Grade 2: R528 696 – R645 720 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (NSDR)
- REQUIREMENTS** : Grade 12 Certificate with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Ophthalmic Nursing Science). **Grade 1:** Post basic qualification, with at least 4 years appropriate /Recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Ophthalmic Nursing Science. Registration certificate with SANC as a Professional Nurse. **Grade 2:** Post basic qualification, with at least 14 years relevant experience after registration as Professional Nurse, of which 10 years must be in specialty after obtaining post-Basic qualification. Driver's license is essential.
- DUTIES** : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Routine eye screening of patients in various facilities in the Southern Sub-District. Performing fundoscopy for all diabetes

		mellitus and hypertensive patients in the facility and surrounding clinics. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES</u>	:	Ms G.S Mateza Tel No: (011) 565 - 5163
<u>APPLICATIONS</u>	:	should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/179</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) THEATRE (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R431 265 – R497 193 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic nursing diploma/degree a professional nurse registered with South African Nursing Council. The incumbent must have a post basic nursing qualification in theatre with the duration of at least 1 year accredited with SANC. Knowledge of all legislation relevant to health care services.
<u>DUTIES</u>	:	Incumbent will work under the direct supervision of the operational manager in his/her area of allocation. The provision of nursing care according to the scope of practise of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/her area. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other health team members. Incumbent will be a shift leader of the nursing team and relieving of the operational manager. Ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.
<u>ENQUIRIES</u>	:	Ms K Tinghiti Tel No: 011 812 8317/8313
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. Curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA)

and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 26 May 2023
- POST 16/180** : **PROFESSIONAL NURSE SPECIALTY PNB-1 THEATRE REF NO: 2023/05/THEA/HJH (X2 POSTS)**
- SALARY** : R431 265 per annum, plus benefits
CENTRE : Helen Joseph Hospital
REQUIREMENTS : A Basic R425 qualification accredited by SANC (i.e, diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least one (1) year, accredited with the SANC in the relevant specialty. A minimum of 4 years' appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
- ENQUIRIES** : Ms. T.G Baloyi Tel No: (011) 489 0896
APPLICATIONS : Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X47, Auckland Park, 2006.
- FOR ATTENTION** : Human resources department
NOTES : Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, 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. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.
- CLOSING DATE** : 26 May 2023
- POST 16/181** : **PROFESSIONAL NURSE SPECIALTY PNB-1 ORTHOPEADIC REF NO: 2023/05/ORTH/HJH (X2 POSTS)**
- SALARY** : R431 265 per annum, plus benefits
CENTRE : Helen Joseph Hospital
REQUIREMENTS : A Basic R425 qualification accredited by SANC (i.e, diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least one (1) year, accredited with

		the SANC in the relevant specialty. A minimum of 4 years' appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
<u>ENQUIRIES</u>	:	Ms. T.G Baloyi Tel No: (011) 489 0896
<u>APPLICATIONS</u>	:	Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
<u>FOR ATTENTION NOTE</u>	:	Human resources department
	:	Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, 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. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/182</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB-1 NEPHROLOGY/ RENAL REF NO: 2023/05/NEPH/HJH (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R431 265 per annum, plus benefits Helen Joseph Hospital
	:	A Basic R425 qualification accredited by SANC (i.e, diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least one (1) year, accredited with the SANC in the relevant specialty. A minimum of 4 years' appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge

		of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
<u>ENQUIRIES</u>	:	Ms. T.G Baloyi Tel No: (011) 489 0896
<u>APPLICATIONS</u>	:	Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
<u>FOR ATTENTION</u>	:	Human resources department
<u>NOTE</u>	:	Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, 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. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/183</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB-1 TRAUMA REF NO: 2023/05/TRAU/HJH (X2 POSTS)</u>
<u>SALARY</u>	:	R431 265 per annum, plus benefits
<u>CENTRE</u>	:	Helen Joseph Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification accredited by SANC (i.e, diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least one (1) year, accredited with the SANC in the relevant specialty. A minimum of 4 years' appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
<u>ENQUIRIES</u>	:	Ms. T.G Baloyi Tel No: (011) 489 0896
<u>APPLICATIONS</u>	:	Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
<u>FOR ATTENTION</u>	:	Human resources department
<u>NOTES</u>	:	Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication

from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, 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. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date. 26 May 2023

CLOSING DATE

:

POST 16/184

:

LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/015688 (X13 POSTS)

Directorate: Gauteng College of Nursing (GCON)

Term of Appointment: Permanent or Permanent on probation

SALARY

:

PND1: R431 265 - R497 193 per annum, (plus benefits)

PND2: R528 696 - R683 838 per annum, (plus benefits)

CENTRE

:

Chris Hani Baragwanath Campus

REQUIREMENTS

:

Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. Degree in Nursing. Diploma/Degree in Nursing Education registered with SANC. Master's Degree in nursing will be an advantage. Applicant must be registered with South African Nursing Council (SANC) as Professional Nurse and Midwife. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse for PND1. Minimum of four (4) years appropriate and recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate and recognizable experience in nursing education after obtaining the one-year post-basic qualification in Nursing Education for **PND2**. Knowledge and ability to apply South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice, and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.

DUTIES

:

The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of nursing programmes; provide theoretical and clinical instructions, and conduct evaluations of Nursing programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide students' guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College/Campus activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own Continuous Professional Development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES

:

Mrs. T.I Sithole Tel No: 011 983 3010

APPLICATIONS

:

Applications should be submitted only online on <http://professionaljobcentre.gpg.gov.za>

NOTE

:

Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application in order to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The 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.

- CLOSING DATE** : 31 May 2023
- POST 16/185** : **PROFESSIONAL NURSE SPECIALTY PNB-1 ICU REF NO: 2023/05/ICU/HJH (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R431 265 per annum, plus benefits
: Helen Joseph Hospital
: A Basic R425 qualification accredited by SANC (i.e, diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least one (1) year, accredited with the SANC in the relevant specialty. A minimum of 4 years' appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
- ENQUIRIES APPLICATIONS** : Ms. T.G Baloyi Tel No: (011) 489 0896
: Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X47, Auckland Park, 2006.
- FOR ATTENTION NOTE** : Human resources department
: Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, 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. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.
- CLOSING DATE** : 26 May 2023

POST 16/186 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: EHD2023/O5/24**
 Directorate: Logistics
 Re-Advertisement, Applicants that previously applied are encouraged to re-apply.

SALARY : R424 104- R496 467 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with an appropriate diploma/degree in logistic/ supply chain management or equivalent qualification with minimum of five (5) years relevant experience in Logistic Management/ supply chain of which 3 years should be at supervisory level. Experience in a Health environment will be an added advantage. Good report writing skills, be prepared to work under pressure. Have a good organizational planning. Conflict management skills. A good understanding of the Public Service Legislation and prescripts including PFMA, Finance and Human resource management skills, Fleet management, Records management, Asset Management, PAIA, PAJA and Warehouse Management. Knowledge and understanding of Centralized Supplier Database, (CSD). Knowledge and understanding of SCM prescripts, PFMA, PPPFA, BBBEE Act, National Treasury Regulations, Employment Equity Act, Labour Relations Act. Driver's license and computer literacy are essential.

DUTIES : Plan, Organize, Lead, and control all activities of the sub-directorate. Manage and provide overall support to the sub-directorate. Facilitate the compilation of the operational plan, ensure that government fleet is managed according to standards, minimize litigations by ensuring that patients and other records are managed according to prescripts. Implement file plan, ensure that assets are accounted for in the asset register and that all warehoused within the district are also managed according to prescripts. Ensure compilation of monthly reports. Do spot checks/ unannounced visits to the sub-directorate's sections. Have regular meetings with subordinates. Report performance of the sub-directorate to immediate supervisor or head of directorate. Identify training needs for subordinates. Ensure staff development. Manage all resources allocated to sub-directorates. Ensure that all demand and procurement plan for various sections within the span of control are developed and consolidated. The incumbent will oversee Records Management, Asset Management, Registry, Transport Management and Warehouse Management.

ENQUIRIES : Mr L. Ngoye Tel No: 011 876 1724
APPLICATIONS : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

- POST 16/187** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: EHD2023/O5/25**
 Directorate: Human Resources Management
 Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104- R496 467 per annum, (plus benefits)
 : Ekurhuleni Health District (SSDR)
 : Grade 12 with an appropriate National Diploma or Degree in Human Resources Management with minimum of five (5) years relevant experience in Human Resource environment as a generalist of which 3 years should be on supervisory level. Experience in a Health environment will be an added advantage. Successful completion of PERSAL training course. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good writing and communication skills. Must have leadership, planning, organizing, problem solving and conflict management skills. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment. Driver's license and computer literacy (MS Word, MS Excel, and PowerPoint) is essential.
- DUTIES** : Lead and manage the Human Resource teams in the Subdistrict. Manage HR budget. Implement and interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislation, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments, grade progressions for OSD and non OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of E-Government are captured correctly. Manage staff establishment and post filling. Draw up a post filling plan. Implement Policy and procedures on Incapacity leave and Ill- Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement ORW, Declaration of Financial Disclosures/edisclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly and timeously captured on PERSAL. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Manage and report as a Sub district on items captured on the District HR Risk Register. Prepare and submit consolidated monthly, quarterly and annual reports to the Manager. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub-District.
- ENQUIRIES APPLICATIONS** : Mr A.A Mdunyelwa Tel No: 011 876 1721
 : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment

verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 26 May 2023
- POST 16/188** : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN REF NO: ASD FIN/04**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09), excluding benefits
: Wits Oral Health Centre
: A tertiary qualification (NQF level 7) in Financial Management/Accounting/Supply Chain Management/Logistics and other related fields. Three to five (3-5) years relevant experience in Financial Management and Supply Chain Management. The 3-5 years' experience must have been continuous in a supervisory role. Knowledge and experience in budget, expenditure, procurement, assets and revenue. Good understanding of Financial management and Supply Chain Policies & Procedures such as PFMA, Treasury regulations, PPPFA, SCM procedures and delegations of authority including transversal systems e.g. BAS, LOGIS, HIS, PAAB, SAP, ESS, etc. Must have Good understanding of conditional grants. Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with extensive knowledge of excel Spreadsheet. Able to work under pressure.
- DUTIES** : The incumbent will manage Finance and Supply Chain Management including Assets management. Co-ordinate and compile the Institutional budget and ensure compliance with prescripts. Compile statutory reports and ensure timeous submission of monthly, quarterly and annual reports including MTEF reports such as budget, expenditure, revenue and supply chain. Monitor expenditure trends against budget and conditional grants. Coordinate the to the compilation of the institutional demand management and procurement plan. Verify payment processes in the institution. Ensure proper controls and systems are in place to manage the workflow in the division and attend to audit queries. Manage and supervise staff. Ensure timeous collection of revenue.
- ENQUIRIES APPLICATIONS** : Ms MS Raphalo. Synthia.raphalo@wits.ac.za
: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed or email applications will be accepted.
- 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 with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications, 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. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 26 May 2023
- POST 16/189** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SBAH 0032/2023 (X1 POST)**
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, plus benefits
: Steve Biko Academic Hospital
: A Grade 12 certificate plus an appropriate Degree or National Diploma in Human Resource Management with minimum of 5 years' experience on a supervisory level. The experience must be as an HR Generalist. Knowledge and understanding of Public Service Legislative framework; Public Service Act, Public Finance Management Act, ect, and other prescripts that govern Human Resource Management in the Public Services. Extensive knowledge of the

Persal system. Computer literate. Good writing and communication skills, Presentation skills. Must have leadership skills; planning, organizing and problem-solving skills. Must have the ability to interact with diverse stakeholders. Must have good interpersonal relation and ability to work under pressure. Must have knowledge of Quality Assurance in the Public Health and customer care services. Must have a valid Driver's license.

DUTIES : To lead a Human Resource unit and to support management and staff at the hospital in terms of Human Resource Management to ensure quality health care. To support units within the hospital to monitor and evaluate their performance in key strategic performance areas and manage their staff performance. Ensure prudent management of resource (human, financial and equipment) in the HR unit and the hospital. Ensure the training and development of staff in terms of the Skills Development Act. To ensure effective and efficient implementation Ethics management. Human Resource Information Management, fraud prevention and risk management. Monitoring and evaluating the implementation of gender mainstreaming. Employment equity and employment of People with Disabilities. Implementation of HIV/AIDS strategies according to departmental policies. Advice and assist line managers on Human Resource Management practices and Policies. Manage Human Resource Administration. Administer internal control and provide support to audit process. Management of Performance Management and Development System Perform other duties delegated by the supervisor.

ENQUIRIES : Mr JJ Ngcobo Tel No: 012 354 1661

APPLICATIONS : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 26 May 2023

POST 16/190 : **NUTRITIONIST GRADE 1- GRADE 3 REF NO: EHD2023/O5/26**
Directorate: Health Programmes

SALARY : Grade 1: R359 622 - R408 201 per annum, (plus benefits)
Grade 2: R420 015 – R477 771 per annum, (plus benefits)
Grade 3: R491 676 – R595 251 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District (SSDR)

REQUIREMENTS : Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Nutrition. A minimum of two years appropriate experience in community nutrition services. **Grade 1:** Less than 10 years relevant experience is required after registration with HPCSA as a Nutritionist. **Grade 2:** At least 10 years, but less than 20 years relevant experience after registration with HPCSA as a Nutritionist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as a Nutritionist. Knowledge and experience in nutrition and implementation of community-based nutrition part of INP. Comprehensive understanding of policies and legislation relevant to nutrition (local, national and international). Good communication skills (verbal and written), computer skills (e.g., Microsoft Office etc.), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential.

DUTIES : Promote good health through community-based nutrition interventions. Provide technical support and training for the successful implementation of community-based nutrition part of Integrated Nutrition Programme (INP). Provide nutrition support to the old age homes. Participate in the funding process of the ECDs (information sessions, verifications, adjudications, signing of contracts, training of ECDs practitioners, monitoring of ECDs including menu planning for the ECDs) and other ECDs related nutrition interventions in your subdistrict and other allocated areas (subdistricts). Do baseline assessment in the ECDs

which includes weighing of children, height measurement, MUAC and administration of Vitamin A (in your subdistrict and other allocated areas (subdistricts)). Participate in community awareness campaigns. Implement and monitor nutrition related policies, protocols and guidelines. Monitor nutrition indicators in the Subdistrict and facilities and produce written quality reports. Order and maintain adequate supplies of nutrition stock for SFS & HAST and ensure effective stock control measures. Ensure sustainability of MBFI status in the facilities and produce written quality monitoring reports. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Execute any other duties allocated by the immediate Supervisor or Manager.

**ENQUIRIES
APPLICATIONS**

: Ms. TW Sibanyoni Tel No: 011 – 876 1808
: to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street Germiston, 1400 or Private Bag X 1005, Germiston, 1400.

**FOR ATTENTION
NOTE**

: Human Resource Manager
: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 26 May 2023

POST 16/191

: **NUTRITIONIST GRADE 1- GRADE 3 REF NO: EHD2023/O5/27**
Directorate: Health Programmes

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1 – Grade 3: R359 622 – R595 251 per annum, (plus benefits)
: Ekurhuleni Health District (ESDR)
: Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Nutritionist. A minimum of two years appropriate experience in community nutrition services. **Grade 1:** Less than 10 years relevant experience is required after registration with HPCSA as a Nutritionist. **Grade 2:** At least 10 years, but less than 20 years relevant experience after registration with HPCSA as a Nutritionist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as a Nutritionist. Knowledge and experience in nutrition and implementation of community-based nutrition part of INP. Comprehensive understanding of policies and legislation relevant to nutrition (local, national and international). Good communication skills (verbal and written), computer skills (e.g., Microsoft Office etc.), good interpersonal skills. Ability to work in a team, in a changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential.

DUTIES

: Promote good health through community-based nutrition interventions. Provide technical support and training for the successful implementation of community-based nutrition part of Integrated Nutrition Programme (INP). Provide nutrition support to the old age homes. Participate in the funding process of the ECDs (information sessions, verifications, adjudications, signing of contracts, training of ECDs practitioners, monitoring of ECDs including menu planning for the ECDs) and other ECDs related nutrition interventions in your subdistrict and other allocated areas (subdistricts). Do baseline assessment in the ECDs which includes weighing of children, height measurement, MUAC and

administration of Vitamin A (in your subdistrict and other allocated areas (subdistricts). Participate in community awareness campaigns. Implement and monitor nutrition related policies, protocols and guidelines. Monitor nutrition indicators in the Subdistrict and facilities and produce written quality reports. Order and maintain adequate supplies of nutrition stock for SFS & HAST and ensure effective stock control measures. Ensure sustainability of MBFI status in the facilities and produce written quality monitoring reports. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Execute any other duties allocated by the immediate Supervisor or Manager.

- ENQUIRIES** : Ms. TW Sibanyoni Tel No: 011 – 876 1808
- APPLICATIONS** : Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 26 May 2023
- POST 16/192** : **MEDICAL BIOLOGICAL SCIENTIST / CINICAL TECHNOLOGIST REF NO: SBAH 0031/2023 (X3 POSTS)**
Directorate: Reproductive Biology Laboratory
- SALARY** : R359 622 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Bsc honours in a relevant field (Reproductive Biology/ Physiology/Cell Biology) or BTech (Reproductive Biology). Current Independent practice registration at the HPCSA as Medical Biological Scientist or Clinical Technologist, in the category Reproductive Biology. Skilled in basic theoretical and practical aspects of Assited Reproductive Technology laboratory procedures including semen processing. Embryo culture, micromanipulation and cryopreservation techniques.
- DUTIES** : Demonstrate a working knowledge in the field of human Assisted Reproductive Technology (ART), including Embryology and Andrology. The candidate will be expected to partake in procedures including: Andrology services (semen analyses, sperm processing and decontamination), human embryo culture (conventional culture and time-lapse culture, micromanipulation, double witnessing), database use and upkeep (including SARA/ANARA); assist in the practical and theoretical training of Assisted Reproduction interns according to HPCSA regulations and (iv) meet milestone targets, with detailed attention to time management and multi-tasking.
- ENQUIRIES** : Prof C Huyser Tel No: 012 354 2067/2208
- APPLICATIONS** : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR

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

CLOSING DATE

: 26 May 2023

POST 16/193

: **DIETITIAN (X1 POST)**

Directorate: Allied

SALARY

: R359 622 – R408 201 per annum

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Bachelor of Science Degree in Dietetics, registration with HPCSA as an independent practitioner Dietician. The candidate should be a dynamic individual who adapts well to change and should be able to work within the multidisciplinary team. Should be willing to rotate within allocated areas in the hospital and offer professional and effective services. Plan and implement health awareness campaigns and staff in-service training. Computer literacy, communication skills and good interpersonal skills are essential.

DUTIES

: Provide Dietetics services to both in and outpatients through efficient and professional assessment and treatment within various areas of the hospital using evidence-based treatment techniques. Provide mentorship and guidance to community service therapists and students as needed. Make appropriate referrals when necessary. Adhere to record keeping standards, NCS and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e.g. Batho Pele principles, Patient Rights et. Plan and implement health awareness campaigns and staff in-service training. Effectively execute all patient and departmental related administrative tasks including data compilation, stock management, reports and statistics etc. participate and implement departmental policies to ensure effective departmental standards and effective service delivery line with national standards. Adherence to PMDS processes.

ENQUIRIES

: Ms. M Motsele Tel No: 011 812 8566

APPLICATIONS

: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE

: Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE

: 26 May 2023

POST 16/194

: **OCCUPATIONAL THERAPY (X1 POST)**

Directorate: Allied

SALARY

: R359 622 – R408 201 per annum

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Degree in Occupational Therapy, registration with HPCSA as an independent practitioner. The candidate should be a dynamic individual who adapts well to change and should be able to work with the multidisciplinary and effective services. Plan and implement health awareness campaigns and staff in-service

- training. Computer literacy, communication skills and good interpersonal skills are essential.
- DUTIES** : Provide Occupational Therapy services to both in and outpatients through efficient and professional assessment and treatment within various areas of the hospital using evidence-based treatment techniques. Provide mentorship and guidance to community service therapists and students as needed. Make appropriate referrals when necessary. Adhere to record keeping standards, NCS and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e.g. Batho Pele principles, Patient Rights et. Plan and implement health awareness campaigns and staff in-service training. Effectively execute all patient and departmental related administrative tasks including data compilation, stock management, reports and statistics etc. participate and implement departmental policies to ensure effective departmental standards and effective service delivery line with national standards. Adherence to PMDS processes.
- ENQUIRIES APPLICATIONS** : Ms. M Motsele Tel No: 011 812 8566
: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 26 May 2023
- POST 16/195** : **PRODUCTION SOCIAL WORKER GRADE 1 (X1 POST)**
Directorate: Allied
- SALARY CENTRE REQUIREMENTS** : R294 411 – R338 712 per annum
: Far East Rand Hospital
: Grade12. A bachelor's degree in Social Work. Computer literacy (Power point and excel). Valid registration with SACSSP. Relevant experience in the social work field and Health Care services.
- DUTIES** : Conduct psycho-social assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Study, interpret, apply and give information on policies and legislation. Keep up to date with developments in the social work and social welfare fields. Perform all the administrative functions required of the job. Compile weekly and monthly statistics. Liaise with internal and external stakeholders. Record keeping and audit. Establish good working relationship with internal and external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement plan for Social Work Services. Attend all relevant internal and external meetings. Ensure continuous professional development activities.
- ENQUIRIES APPLICATIONS** : Ms. N Ntabane Tel No: 011 812 8421
: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with

detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 26 May 2023
- POST 16/196** : **LABOUR RELATIONS OFFICER REF NO: LRO/01/23**
Directorate: Human Resources
- SALARY** : R294 321 per annum (Level 07), excluding benefits
- CENTRE** : WITS Oral Health Centre
- REQUIREMENTS** : An appropriate 3-years relevant tertiary qualification diploma (NQF Level 6) in Industrial Relations/Labour Relations/Labour Law and/or Human Resource Management. A minimum of 3 to 5 years of relevant experience within a Labour Relations portfolio in the public sector. Sound knowledge of labour legislation and prescripts within the Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR and relevant public service regulations and policies. Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. A valid driver's licence.
- DUTIES** : Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the institution during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary procedures and ensure compliance on finalization of cases. Investigate and finalise all grievances and complaints received from employees in the institution. Coordinate and provide support in terms of representing the institution in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the institution including Training to staff on Labour relations matters. Manage resources of the LR office. Monitor precautionary suspensions/transfers in the institution. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the institution. Facilitate training and advocacy on labour relations matters in the institution. Facilitate and chair the Multilateral/Bilateral Consultative activities in the institution. Provide monthly & quarterly reports to the Provincial Office and attend meetings/workshops. Assist the institution regarding facilitation of Training and Employment Equity activities and compile reports. Report to the HR Manager.
- ENQUIRIES** : Mr PF Monama- HR Manager Tel No: (011) 4812099
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown. No faxed or email applications will be accepted.
- 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 with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications 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. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.

- CLOSING DATE** : 26 May 2023
- POST 16/197** : **FOOD SERVICE WORKER (MANAGER) REF NO: SBAH 0034/2023 (X1 POST)**
Directorate: Patient Administration and Logistics (Food Service)
- SALARY** : R294 321 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A National Diploma in Food Service Management / Food Beverage Management (3 years' HET level) or a BTech Degree in Food Service Management / Food and Beverage Management (4 years' HET level) or relevant qualification. Have a minimum of 5 years relevant Food Service Management experience in a Hospital environment. Good leadership, managerial and communication skills. Good report writing skills. Computer literate. Able to handle and work under pressure. High level of reliability. Catering skills. Knowledge of National and Provincial policies, procedures, acts and protocols governing food services. Knowledge of Policies, procedures acts and protocols related to quality assurance, infection control, hygiene and safety for Food Services. Knowledge of PFMA and supply chain regulations. Must have valid driver`s licence.
- DUTIES** : Director control and administration of Food Service operations and staff in the Food Service unit. Ensuring all procedures are followed at the ordering, receiving, storing and issuing of stock. Ensure production procedures are adhered to and followed. Involved in menu planning and compiling master orders and give inputs in the departmental budget. Ensure portioning, distribution and serving procedures of meals are adhered to and followed. Ensure that client surveys and plate waste studies are conducted as prescribed. Ensure that Hygiene and Occupational health and safety measures and principles are adhered to and followed. Responsible for effective Human resource functions and optimal labour utilization. Ensure effective usage and management of equipment and give inputs in planning of equipment and utensils. Identify, plan and conduct relevant training for staff. Involved with training of Food Service and Dietetic students. Give inputs in operational plans for Food Service.
- ENQUIRIES** : Ms. E Dreyer Tel No: 012 354 2315
APPLICATIONS : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 May 2023
- POST 16/198** : **HUMAN RESOURCE OFFICER REF NO: EMS/HRO/07/2023 (X3 POSTS)**
- SALARY** : R294 321 per annum (Level 07), (plus benefits)
CENTRE : Emergency Medical Services
REQUIREMENTS : Grade 12 with 5 year`s Human Resource Management experience OR Degree/National Diploma in Human Resource Management or Equivalent Qualification with a minimum of five (5) years' experience. Computer Literacy (MS Office). Must have knowledge and experience in PERSAL Systems (PERSAL certificate). Supervision skill, Ability to work under pressure and good communication skills (written and verbal). Excellent Administrative skills (Planning Organizing and Coordination Sound knowledge of Public Service Regulations, Public Service act, Occupational Health and safety act, PFMA

- and Knowledge of OSD policy, PMDS and other relevant Public Service Prescripts. A valid driver's licence.
- DUTIES** : Supervision of Staff. Effective and Efficient Implementation of Human Resource Management Administration such as Appointments, Transfers, Service terminations, Housing Allowances, Salary Administration Management, Leave Administration Management, Performance Management and Development Systems, Coordination of Training and Development of staff i.e. Student bursaries and Internship. Facilitate Recruitment and Selections processes. Injury on duty, PILIR, Ensure safekeeping and filing of HR related documents. Adhere to confidentiality Policy, provide guidance and advice to all relevant stakeholders, attending to enquiries from staff and Management. Provide advice and assistance to other Sectional Managers and staff regarding all HR functions. Attending meeting / workshops/forums. Writing of Submissions, memos, reports and presentations. Ensure that Quality Assurance is adhere to in HR. Performing Contracting and PMDS evaluation of subordinates. Appointment letters for Committee Panel members and to monitor Committees.
- ENQUIRIES APPLICATIONS** : Ms. Z. Jezi Tel No: 011 564 2027
- Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the signed new Form z83 obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. If you have not been conducted within (3) months after the closing date, please accept that your application was successful.
- CLOSING DATE** : 26 May 2023
- POST 16/199** : **ADMINISTRATIVE OFFICER REF NO: EMS/ADM07/2023**
Directorate: Directorate: Emergency Medical Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07), (plus benefits)
: Emergency Medical Services H/O: Midrand
: Grade 12 Senior Certificate, an appropriate qualification in Records Management or equivalent. Three (3)years working experience in registry/records/administration. Knowledge of registry environment will added as advantage. Knowledge of the Public Service Act, records management and registry procedures, and filing systems. Good knowledge and understanding of departmental policies and procedures. Knowledge and understanding of PAIA act. Critical thinking, analytical, organisational, planning, interpersonal and computer skills. Ability to work under pressure and with a variety of people and teams. Attention to detail and initiative.
- DUTIES** : Coordinate departmental records and courier services. Facilitate file administration (allocation of file reference numbers, maintenance of file plan, etc.). Handling of incoming and outgoing correspondence. Rendering effective filling and records management. Opening and closing files according to record classification. Operating office machine in relation to the registry functions. Sort files for archiving and distribution. Promote effective management of counter service. Process documents for archiving and disposal.
- ENQUIRIES APPLICATIONS** : Ms. M Ramada Tel No: (011) 564 2008
- Applications with clearly marked reference numbers must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonneti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the signed new Form z83 obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. If you have not been conducted within (3) months after the closing date, please accept that your application was successful.
- CLOSING DATE** : 26 May 2023
- POST 16/200** : **HUMAN RESOURCE OFFICER REF NO: ODI/24/04/2023/01**
- SALARY CENTRE** : R294 321 per annum (Level 07), (plus benefits)
: Odi District Hospital

- REQUIREMENTS** : Grade 12 with more than 10 years' experience in Human Resource Environment within the public sector or 3 years National Diploma in HRM and between 0- and 2-years' experience in Human Resource Environment within the public sector. Above average computer skills. Knowledge of HR prescripts and legislation related to the position functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions, good communication skills, good interpersonal relations, and ability to work under pressure. Driver's license will be an added advantage.
- DUTIES** : The incumbent of the post will be responsible for the supervision of HR activities such as Recruitment and Selection, appointments, retentions, absorptions, Probationary matters, terminations, allowances, leave, MMS, SMS, OSD, other administrative related matters, Provides inputs for the improvement of HR administration procedures, guidelines and policies, proper control measures are put in place to administer and monitor the professional Human Resource administration advice and liaise with client in the Department. Promote Human Resource care and improve service delivery. Provide Human Resource Management information support (e.g., PERSAL report and statistics). Attend to AG request and queries, implement grade and pay progression, monitor and capturing of PMDS. Monitor staff establishment and payroll administration and pay slips.
- ENQUIRIES APPLICATIONS** : Mr. Phakgadi LS Tel No: 012 725 2553
: HR. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualifications and other relevant documents on application but must submit detailed curriculum vitae. Communication from HR of the department regarding the requirements for certified copies of qualification and other relevant 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.
- CLOSING DATE** : 26 May 2023
- POST 16/201** : **HUMAN RESOURCES TRAINING OFFICER 1 REF NO:10/2023 (X1 POST)**
Directorate: Human Resources
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum, (plus benefits)
: Kopanong Hospital
: The candidate must have Grade 12 with 10 years' relevant experience in HRD or Diploma /Degree in HRD/HRM with 3years experience in HRD. Knowledge and understanding of the Public Service legislation framework. Good understanding of Skills Development Act. Knowledge of PMDS and IQMS. Successful completion of PERSAL introduction course (certificate). Extensive knowledge of PERSAL and MIS. Computer literacy (MS office including MS Excel). Must be able to plan, organize and coordinate training within the institution. Good understanding of PSCBC resolutions and implementation of OSD. Candidate must have good presentation, project management, report writing, facilitation, research, communication, planning and organizing skills.
- DUTIES** : Implementation of HRD services (WSP, training, Bursaries, Internships and Learnerships programmes within the institution. Coordinate implementation of PMDS, Integrated Quality Management System and coordinate training of staff. Facilitate the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the institution. Facilitate and implementation of EE Plan and HR Plan. Managing and Implementation of Pay and Grade Progression of staff at the institution. Attend and advice staff queried in relation to HRD and processes. Compile Monthly reports.
- ENQUIRIES APPLICATIONS** : Ms. JD Mojelele Tel No: (016) 428 7191
: must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Officers. There is an application box at hospital entrance ask Security Officers on duty for assistance, Alternative, applications can be posted to Kopanong Hospital, Private Bag X031, Duncanville, 1930.
- NOTE** : Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with Disabilities are Encouraged to

Apply. If you did not hear from us within three months' please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The institutional Employment Equity Plan will be considered in the process in the filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.

- CLOSING DATE** : 31 May 2023
- POST 16/202** : **PRINCIPAL PERSONNEL OFFICER REF NO: EHD2023/O5/28**
Directorate: Human Resource Management
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815 per annum, (plus benefits)
: Ekurhuleni Health District (SSDR)
: Grade 12 with 5 years' experience in HR as a Generalist. Or Grade 12 with National Diploma/Degree in Human resources management with 3 years' experience in HR. Successful completion of PERSAL certificate. Extensive knowledge of PERSAL and HR prescripts. Computer literacy and a Driver's license is essential. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership, Planning, organizing, Problem solving, communication, interpersonal and financial management. Ability to work under pressure.
- DUTIES** : Manage and render effective human resource unit at the Sub district level. Supervise and undertake more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods payroll etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service. Check and Approve transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries that need level of the Supervisor. Supervise human resources staff. Allocate and ensure quality of work.
- ENQUIRIES APPLICATIONS** : Mr A.A Mdunyelwa Tel No: (011)876 - 1721
: Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 26 May 2023

<u>POST 16/203</u>	:	<u>LABOUR RELATION OFFICER REF NO: EHD2023/O5/29</u> Directorate: Human Resource Management Re-Advertisement
<u>SALARY</u>	:	R294 321 - R343 815 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 with five years' experience in Labour Relations or a Diploma/degree in HRM/Labour Relations with a minimum of three years' experience in Labour Relations. Knowledge of relevant legislative prescripts and policies. Computer literacy and a valid driver's license is essential. Ability to decisively engage during consultation as well as good verbal and written communication skills.
<u>DUTIES</u>	:	Management of database and drafting reports to relevant bodies Support and advise all facility managers and employees on progressive discipline, management of misconducts and grievances. Promoting labour peace in the workplace between management, employees and organized labour. Initiate and promote training for management and staff. Management of misconduct cases i.e., presiding over cases, investigating cases, representing employer in the disciplinary hearings and facilitating the appeal process. Management of grievances in accordance with the provisions of grievance procedure. Provide support in the management of consultative structures and strike management. Participation and supporting various committees in the district such as Pilir, Medical Reviews, Employment Equity Committee, and any other committee. Perform all other duties that are delegated by the supervisor/manager.
<u>ENQUIRIES</u>	:	Ms M. Ramudzuli Tel No: (011) 876 - 1728
<u>APPLICATIONS</u>	:	Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/204</u>	:	<u>HEALTH INFORMATION OFICER REF NO: EHD2023/O5/30</u> Directorate: Primary Health Care Re-Advertisement
<u>SALARY</u>	:	R294 321 - R343 815 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (NSDR)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate with Diploma or Degree in Public Administration with minimum of 3 years' experience or Grade 12 with 5 years' experience in health information in Public Sector. Evidence of data management certificate (DHMIS, TIER.NET and HPRS). Computer literacy and driver's license is essential. Recommendations - Advanced computer literacy. Analytical and research skills. Good communication skills (written and verbal). Extensive experience in Health Information Systems. Experience in public-sector information and technology management will be an added advantage. Ability to work under pressure. Skills transfer and team orientated.
<u>DUTIES</u>	:	Support and maintenance of all data bases in the health information sub-district office such as WebDHIS, Tier.net and HPRS. Ensure that data processes at all levels are adhered to according to the DMHIS. policy. Facilitate/coordinate

development, implementation, integration and quality improvement of information system to monitor all data and programme related policies. Produce and generate reports as requested. Manage sub-district data capturers. Support facility staff with Health information related issues. Do facility audits. Facilitate training pertaining to Health Information and Monitoring & Evaluation. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms G.S Mateza Tel No: (011) 565 – 5163
APPLICATIONS : Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
FOR ATTENTION : Human Resource Manager
NOTE :

Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

POST 16/205 : **ADMINISTRATIVE OFFICER (SCM) REF NO: EHD2023/O5/31**
 Directorate: Logistics
 Re-Advertisement

SALARY : R294 321 - R343 815 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : Grade 12 Certificate with Diploma or Degree in Logistics/ Supply Chain Management or equivalent with a minimum of 3 years' experience or Grade 12 with Five (5) years appropriate experience in Supply Chain Management or Logistics (Demand, Acquisition, Contract and Warehouse Management). Knowledge and understanding of SRM, PAS, SAP, and P-Card systems. Knowledge and understanding of Centralized Supplier Database, (CSD). Knowledge and understanding of SCM prescripts, PFMA, PPPFA, BBBEE Act, National Treasury Regulations, Employment Equity Act, Labour Relations Act. Good Communication (verbal and writing skills), Report Writing, Presentation, Financial Management Analysis, Planning, Organizing and Interpersonal Skills. Ability to work independently and under pressure. Driver's license and computer literacy is essential.

DUTIES : Render administrative support in issues pertaining to SCM for the Sub- District. Assist Managers by compiling the submissions correctly. Oversee the management of the Warehouse. Coordinate the Stocktaking thereof. Compile monthly stock recon. Coordinate and consolidate the Demand Plan for the Sub-District. Check the requisitions against Demand Plan before any commitment. Source suppliers on CSD on rotational basis and ensure compliance to SCM prescripts. Monitor the creation of Purchase Orders. Monitor the receiving of goods and services according to the Purchase Order. Management of contracts and avoid deviation. Render Secretarial functions to the Bid Specification Committee. Train End Users on any new developments within SCM. Preparation of reports for the Sub- District Manager, Facility Managers as well as the Supply Chain Manager. Deal with any discrepancies that might arise at your era of responsibility (Sub- District). Management of Human Resources. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES : Ms G.S Mateza Tel No: (011) 565 – 5163

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

FOR ATTENTION NOTE : Human Resource Manager
: Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

POST 16/206 : **ADMINISTRATIVE OFFICER REF NO: EHD2023/O5/31**
Directorate: Primary Health Care
Re-Advertisement

SALARY CENTRE REQUIREMENTS : R294 321 - R343 815 per annum, (plus benefits)
: Ekurhuleni Health District (Ethafeni CHC)
: Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patients' administration or National diploma/degree in public administration/ Office administration/ Public management with 3 years' experience in patients' administration. Must have knowledge in records management, have good communication skills. DHMIS Certificate will be an added advantage. Driver's license and computer literacy is essential.

DUTIES : Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.

ENQUIRIES APPLICATIONS : Mr T. Matlou at 066 582 5332
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.

FOR ATTENTION NOTE : Human Resource Manager
: Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity

verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 26 May 2023

POST 16/207

: **PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: EHD2023/O5/32**
Directorate: Mental Health
Re-Advertisement

SALARY

: Grade 1: R293 670 - R337 860 per annum, (plus benefits)
Grade 2 R358 626 – R409 275 per annum, (plus benefits)
Grade 3: R431 265 – R543 969 per annum, (plus benefits)

CENTRE

: Ekurhuleni Health District

REQUIREMENTS

: Grade 12 with basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse, must have a basic qualification in Psychiatric Nursing Science. Registration certificate with SANC as a Professional Nurse and current practicing certificate. Less than 10 years relevant experience as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's license will be an added advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work.

DUTIES

: Perform clinical community mental health services in the district in accordance with scope of practice and nursing standards determined by the district. Provide support and training to primary health care staff to ensure integration of primary psychiatric and mental health care in primary care. Work as part of the multidisciplinary teams. Establish and maintain constructive working relationships with other key stakeholders (inter-professional and intersectoral). Support primary health care services by providing general health care as required by the service. Effectively and efficiently manage resources. Participate in mental health promotion and prevention activities. Develop and submit reports and statistics as required. Utilize data and information to advise, advance and evaluate the quality and cost-effectiveness of community mental health care services. Maintain professional, ethical standards and self-development.

ENQUIRIES

: Ms J. Jallal Tel No: (011) 876-1717

APPLICATIONS

: should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE

: Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational

		Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/208</u>	:	<u>ORTHOPAEDIC FOOTWEAR TECHNICIAN REF NO: SBAH 0033/2023 (X1 POST)</u> Directorate: Orthotics & Prosthetics
<u>SALARY</u>	:	R243 627 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Registered with HPCSA as Orthopaedic Footwear Technician. Good Interpersonal and hand skills.
<u>DUTIES</u>	:	Consult and assist the Medical Orthotist and Prosthetist regarding the type of Surgical Footwear required manufacturing of Surgical boots/shoes, insoles, raises and any modifications to shoes/boots.
<u>ENQUIRIES</u>	:	Ms A Du Toit Tel No: 012 354 6016
<u>APPLICATIONS</u>	:	must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, 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 to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/209</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1/2/3 REF NO: WKH/07/04/2023</u> Directorate: Pharmacy
<u>SALARY</u>	:	R239 682 – R339 840 per annum, plus benefits, (Salary will be in line with OSD regulations with regards to years of experience after registration)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Post Basic Pharmacist's Assistant qualifications. Current registration with the South African Pharmacy Council (SAPC). Grade 12. Work experience in a public hospital environment will be an added advantage. Good interpersonal skills. Ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public Service Legislation, communication skills (written and verbal). Mathematical skills and computer literacy.
<u>DUTIES</u>	:	Perform all duties falling within the scope of practice of Post Basic Pharmacist's Assistant under direct supervision of a pharmacist, including but not limited to the following: Dispensing of medicines and providing information, education and counselling of patients to promote health. Re-packaging of medicines. Stock control and management of medicines, including ordering, receipt, storage and distribution of medicines according to legislation and SOPs. Assist with the manufacturing of non-sterile medicine according to formulas and SOPs.
<u>ENQUIRIES</u>	:	Ms. M Mayayise Tel. No: (012) 319 9914
<u>APPLICATIONS</u>	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<u>NOTE</u>	:	Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will

not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

- CLOSING DATE** : 26 May 2023
- POST 16/210** : **SECRETARY**
Directorate: Paediatric and Restorative Dentistry
- SALARY** : R202 233 per annum, including benefits
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Must have Grade 12 with 5 years working as a secretary, or a diploma or a degree in secretarial/or office administration with 3 years' experience working as secretary. Must be Computer Literate (Ms Word, Excel, PowerPoint and Ms Outlook). Good communication skills – both verbal and written, have good interpersonal skills, work independently and as a team member. Ability to work under pressure.
- DUTIES** : Efficient and effective management of the office including diary management, attending to telephone calls & enquiries, setting up meetings, document management and typing of documents. Capture student's data such as marks/tests/clinical sessions/ activity management and other duties related to student matters. Capture and keep safe records such as reports, leave plans and patients statistics for DHIS. Minute-taking at departmental meetings and distribution of minutes. Arrange departmental functions, venues and refreshments. Set up and maintain paper and electronic filing systems records, correspondence and other material. Order and dispense office supplies. Execute receptionist and general administrative duties as required for departmental function.
- ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: 011 481- 2099
APPLICATIONS : Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /e-mailed applications will be accepted.
- 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 with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications 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. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.
- CLOSING DATE** : 26 May 2023
- POST 16/211** : **HUMAN RESOURCE CLERK REF NO: CCRC/HRA/01/04/2023**
Directorate: Human Resource Department
- SALARY** : R202 233 per annum, (plus benefits)
CENTRE : Cullinan Care & Rehabilitation Centre (CCRC)
REQUIREMENTS : Grade 12/ equivalent qualification with 1-2 years relevant experience in Human Resource Management. Knowledge of Human Resource Policies, Delegations, and Prescripts. Must be computer literate, knowledge of the PERSAL system is essential. Good interpersonal and communication skills

- (verbal and written). Introduction to PERSAL system will be an added advantage.
- DUTIES** : The successful candidates will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on Duty, Overtime, filling of documents, OSD Translation, Recruitment, and Selection. Drafting of Personal mandates, attending meetings, assisting with minute keeping. Attend to queries from internal/ external clients and to any other HR-related matters as delegated by Supervisor.
- ENQUIRIES APPLICATIONS** : Brenda Gededzha Tel No: 012 734 7000 Ext 220
- NOTE** : Applications can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater Road Cullinan, or posted to Private Bag X 1005, Cullinan, 1000. Applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed, and E and G should be ignored if the information is attached on the CV. Declaration must be signed. Applications must be submitted on a new approved Z83 form with comprehensive CV only. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal 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); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.
- CLOSING DATE** : 26 May 2023 @12 noon.
- POST 16/212** : **ENROLLED NURSE REF NO: HRM: 10/23**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R199 725 – R222 939 per annum, (plus benefits)
: Sterkfontein Hospital
: Grade 12, or equivalent qualification. Certificate as Enrolled Nurse with current Registration with the South African Nursing Council (SANC). Must have passion for nursing psychiatric patients. Ability to be a team player, must have critical thinking and analytical, good interpersonal and communication skills. Able to handle pressure. Knowledge of Nursing Act, National Core Standards, Ideal Hospital Framework, Public Service Regulation, Patients’ Rights Charter, Batho Pele Principles, and other Legislative framework. Experience in working with psychiatric patients will be an added advantage.
- DUTIES** : Assist with activities of daily living (Maintain hygiene, provide nutrition, and assist with mobility and elimination processes). Provide elementary Clinical Care (Measure, interprets and record vital signs, Administration of oral medication and injections under direct supervision of a Registered Nurse. Escort patients for clinical investigation when required. Conduct health education and other group activities for patients. Participate in Infection Prevention and Control activities and other Hospital Committees. Report and record patient incidents as per Hospital Protocols. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when necessary.
- ENQUIRIES APPLICATIONS** : Ms. Sono Tel No:011 951-8202
: Applications to be submitted at the box which will be placed at the main gate, applications can be hand delivered at Sterkfontein Hospital, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 7:30 to 15:30 or posted to P O Box 2010, Krugersdorp, 1740.
- NOTE** : Application must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification,

qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

CLOSING DATE : 26 May 2023 at 12h00

POST 16/213 : **STAFF NURSE GRADE 1 REF NO:11/2023 (X1 POST)**
Directorate: Nursing

SALARY : R199 725 per annum, (plus benefits)

CENTRE : Kopanong Hospital

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

DUTIES : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service. Demonstrate basic knowledge of Ideal Hospital Realisation and maintenance. Effective utilisation of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patient, supervisors and colleagues. Willing to rotate through department and work night duty. Maintain professional growth/ ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.

ENQUIRIES : Ms ME Polo Tel No: (016) 428 7130

APPLICATIONS : must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Officers. There is an application box at hospital entrance ask Security Officers on duty for assistance, Alternative, applications can be posted to Kopanong Hospital, Private Bag X031, Duncanville, 1930.

NOTE : Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with Disabilities are Encouraged to Apply. If you did not hear from us within three months' please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The institutional Employment Equity Plan will be considered in the process in the filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.

CLOSING DATE : 31 May 2023

POST 16/214 : **STAFF NURSE 1/2/3 REF NO: WKH/08/04/2023 (X7 POSTS)**
Directorate: Nursing

SALARY : R199 725 – R337 860 per annum, plus benefits.,(Salary will be in line with OSD regulations with regards to years of experience after registration)

CENTRE : Weskoppies Hospital

REQUIREMENTS : Grade 12. Basic qualification that leads to enrollment with the South African Nursing Council as an Enrolled Nurse. **Grade 1:** no experience required. **Grade 2:** a minimum of 10 years appropriate experience in nursing after registration with SANC as an Enrolled Nurse. **Grade 3:** a minimum of 20 years appropriate experience in nursing after registration with SANC as an Enrolled Nurse.

DUTIES : Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Promote and maintain a safe environment that is conducive to physical, psychological and social well being of Mental Health Care Users on

- a continuous basis. Effective utilization, maintenance and control of Human Resources, Equipment and supplies.
- ENQUIRIES APPLICATIONS** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
 : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. No faxed or emailed application will be considered. Applications received after the closing date will not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023
- POST 16/215** : **STAFF NURSE GRADE 1(WBPHCOT) REF NO: EHD2023/O5/33**
 Directorate: PHC
 Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : Grade 1: R199 725 – R222 939 per annum, (plus benefits)
 : Ekurhuleni Health District (Nokuthela Ngwenya CHC)
 : Qualifications that allow registration with SANC as an enrolled nurse. Current registration with SANC as an enrolled nurse. Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication, interpersonal and elementary writing skills. Ability to lead a team and function as part of a team. Knowledge of Batho Pele Principles and patient's Rights Charter. Must be prepared to work in the community. Experience as a WBPHCOT and a valid Driver's License will be an added advantage.
- DUTIES** : Manage and supervise a team of community health workers (CHW) assigned to a health care facility and providing community- based services at ward level. Outreach Team Leader (OTL) will spend 70% of his/her time in the community supporting CHW's then doing home visits and 30% in the facility doing administrative work, in services for CHWS and assisting in the facility. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS) of CHW's. Liaise with Ward Councilor with the assistance of the facility manager and other community structures with regards to overall activities of CHW's in the community. Coordinate and facilitate training and in-service training for CHW's.
- ENQUIRIES APPLICATIONS** : Ms N.C Skosana Tel No: (011) 737- 9700
 : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a

new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 26 May 2023

POST 16/216

: **DENTAL ASSISTANT GRADE 1 REF NO: EHD2023/O5/34**

Directorate: Oral Health
Re-Advertisement

SALARY
CENTRE
REQUIREMENTS

: Grade 1: R196 536 - R222 615 per annum, (plus benefits)
: Ekurhuleni Health District
: Grade 12 Certificate or equivalent qualification with Dental Assistant certificate from recognized institutions, registration with HPCSA as a Dental Assistant. Current annual practice with HPCSA. A driver's license will be an added advantage.

DUTIES

: The incumbent should have knowledge of dental assisting including infection and prevention control, chair side assisting (four-handed dentistry), maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.

ENQUIRIES
APPLICATIONS

: Mr M.L Manganyi Tel No: (011) 876-1759
: should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE

: Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 26 May 2023

POST 16/217 : **DRIVER REF NO: CCRC/DR/01/04/2023**
 Directorate: Admin and Support

SALARY CENTRE REQUIREMENTS : R171 537 per annum, plus benefits
 : Cullinan Care and Rehabilitation Centre
 : Grade 12 / Matric. A valid code 10 (C1) Driver's License with P.D.P. 2 years' experience working as a driver. Good verbal and written communication skills. Be prepared to work as a standby driver at night, weekends and public holidays. Time management, discipline and loyalty is a requirement. Knowledge and understanding of the road signs and regulations.

DUTIES : Working as a Messenger Driver: Transporting of patients to various institutions for their consultations, checkups and follow-ups. Transport staff members to various places to attend meetings and workshops. To transport social work department personnel for tracing of families. To collect and deliver medication from medical depot. To collect and deliver documents to different institutions. Record and check the conditions and faults of the vehicle before and after each trip. (Do pre-inspection and after trip inspection on daily basis and complete the inspection tool). Ensure that the vehicle is roadworthy before utilizing it. Report any accidents and dents to the transport officer. Ensure that car tools are in good condition. Calculate starting kilometers and the closing kilometers accordingly Update the logbook at all times. Close and sign the logbooks every month end and submit the logbooks to the transport officer. Ensure that all the petrol cards and keys are kept safe and returned with the logbook. Update log sheet and submit all fuel receipts to the transport officer. Upon receiving the trip authorization ensure that you fill all the necessary information required.

ENQUIRIES APPLICATIONS : Mbinga MN Tel No: (012- 734- 7000)
 : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000

NOTE : Applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed, and E and G should be ignored if the information is attached on the CV. Declaration must be signed.

CLOSING DATE : 26 May 2023 @ 12 noon.

POST 16/218 : **CLEANING SUPERVISOR REF NO: NO: CCRC/CS/01/04/2023**
 Directorate: Admin and Support

SALARY CENTRE REQUIREMENTS : R171 537 per annum, plus benefits
 : Cullinan Care & Rehabilitation Centre
 : Abet level 4 with minimum cleaning experience of 10 years and 2 years as a supervisor or Grade 12 with 2 years relevant and supervisory experience. Ability to read and write. Skills needed: management abilities such as time management and personnel management, verbal communication skill, computer literacy, supervisory experience and negotiation abilities. Knowledge of cleaning chemicals.

DUTIES : supervise the work of subordinates and ensure that high standards of cleaning are attained. Design shifts, allocate duties and cleaning materials / equipment. Order, receive and store cleaning material safely. Management of human resource (PMDS, Leave and sectional reports) Report any broken equipment and send for repairs/ maintenance. Attend meetings, address the issue of the personal protective equipment, do weekly inspections, write reports about incidents in the cleaning section.

ENQUIRIES APPLICATIONS : Ms. MN Mbinga Tel No: (012) 734-7000
 : Applications should be hand delivered to Cullinan Care and Rehabilitation Centre: Human Resource Department; Zonderwater Road; Cullinan or posted to Cullinan Care and Rehabilitation Centre; Human Resource; Private Bag X1005, Cullinan; 1000. Applications should be delivered by 12h00 pm (Noon) on the closing date including posted mails. No e-mailed applications will be accepted.

NOTE : Applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed, and E and G should be ignored if the information is attached on the CV. Declaration must be signed. Applications must be submitted on a new approved Z83 form with comprehensive CV only. Failure to submit all the requested documents will result in the application not being considered. Applicants must indicate the post

reference number on their applications. certified copies of qualifications will be requested for only shortlisted candidate. Candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 26 May 2023.

CLOSING DATE

:

POST 16/219

:

EMERGENCY CARE OFFICER GRADE 1 BLS (X150 POSTS)

Directorate: Emergency Medical Services

SALARY CENTRE

:

R169 737 per annum

:

City of Johannesburg Ref No: EMS/BLSCOJ/2023 (X40 Posts)

City of Ekurhuleni Ref No: EMS/BLSCOE/2023 (X40 Posts)

City of Tshwane Ref No: EMS/BLSCOT/2023 (X30 Posts)

Westrand Ref No: EMS/BLSWES/2023 (X20 Posts)

Sedibeng Ref No: EMS/BLSSB/2023 (X20 Posts)

REQUIREMENTS

:

Grade 12 certificate, Basic Ambulance Assistant certificate, current and valid registration with HPCSA as an Basic Ambulance Assistant, valid driver's license code 10 and PrDP. Previous experience in an Emergency Care environment will be an added advantage.

DUTIES

:

Responsible for the treatment of patient within the scope of practice of Basic Ambulance Assistant. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Provide emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift. Candidates are also expected to undergo through physical and Medical surveillance.

ENQUIRIES

:

Mr. V. Dlamini Tel No: (011) 564 2054

APPLICATIONS

:

Applications with a clearly marked reference must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Cnr Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685

NOTE

:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the signed new Form z83 obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. If you have not been conducted within (3) months after the closing date, please accept that your application was successful.

CLOSING DATE

:

26 May 2023

POST 16/220

:

ENROLLED NURSING ASSISTANT (X1 POST)

Directorate: Nursing

SALARY CENTRE

:

R157 761 – R175 728 per annum

:

Far East Rand Hospital

REQUIREMENTS

:

Certificate of qualification. Enrolment with the South African Nursing Council and valid SANC receipt. Knowledge of all legislation relevant to health care services. A valid South African ID.

DUTIES

:

Incumbent will work under the direct supervision of the professional nurse in the area of all allocation, the provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practice, all quality assurance standards as well as set rules and standards as well as set ruled and standards of nursing in his/her area.

ENQUIRIES

:

Ms. K Tinghisi Tel No: 011 812 8313/8317

APPLICATIONS

:

Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE

:

Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution 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 communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 26 May 2023
- POST 16/221** : **NURSING ASSISTANT GRADE 1/2/3 REF NO: WKH/09/04/2023 (X12 POSTS)**
Directorate: Nursing
- SALARY** : R157 167 – R243 843 per annum, plus benefits, (Salary will be in line with OSD regulations with regards to years of experience after registration)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Grade 12. Basic qualification that leads to enrollment with the South African Nursing Council as a Nursing Assistant. **Grade 1:** no experience required. **Grade 2:** a minimum of 10 years appropriate experience in nursing after registration with SANC as a Nursing Assistant. Grade 3 a minimum of 20 years appropriate experience in nursing after registration with SANC as a Nursing Assistant.
- DUTIES** : Assist Mental Health Care Users with activities of daily living. Provide elementary clinical nursing care. Promote and maintain a safe environment that is conducive to physical, psychological and social well being of Mental Health Care Users on a continuous basis. Assist in the effective utilization, maintenance and control of human resources, equipment and supplies. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
- APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. No faxed or emailed application will be considered. Applications received after the closing date will not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023

<u>POST 16/222</u>	:	<u>ENROLLED NURSING ASSISTANT REF NO: ODI/24/04/2023/02 (X3 POSTS)</u>
<u>SALARY</u>	:	R157 761 per annum
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Qualifications that allows registration with SANC as a Nursing Assistant. Current registration with the SANC as an Enrolled Nurse Assistant. Grade 1 no experience required.
<u>DUTIES</u>	:	Functional Demonstrate elementary understanding of nursing legislation and related legal and ethical practices. Perform an elementary clinical nursing practice in accordance with scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Generic - Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele).
<u>ENQUIRIES</u>	:	Ms EP Ntsie Tel No: (012) 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/223</u>	:	<u>COUNSELLOR GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2023/05/37</u> Directorate: Mental Health Services (NGCT) Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
<u>SALARY</u>	:	Grade 1: R311.00 per hour Grade 2: R354.00 per hour Grade 3: R399.00 per hour
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	B. Psych Degree or Honors Degree in Psychology. Registration with professional body such as Council for counsellors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as Registered Counsellor. A minimum of 12 months' relevant experience. A valid driver's license is essential. Grade 1: Less than 8 years relevant experience required after registration with the Council for counselors South Africa (CCSA); Association for Supportive Councilors and Holistic Practitioners (ASCHP) or (HPCSA) Counsellor. Grade 2: At least 8 years, but less than 16 years, relevant experience after registration with the Council for counsellor SA (CCSA); Association for Supportive Counsellor and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA)HPCSA as a Counsellor. Grade 3: 16 years and more relevant experience after registration with the Council for counselors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as a Counsellor.
<u>DUTIES</u>	:	Provide general psychological services within the clinics including and not limited to: screening patients for mental health challenges and developing referral pathways; debriefing or trauma- counselling to patients visiting the health facilities; provide psycho-education and supportive counselling; establish and conduct support groups sessions, assist psychology team with awareness campaigns; participate actively in training and development initiatives; work closely with the Clinical psychologist; provide outreach services and promote the prevention of mental health disorders.

- ENQUIRIES** : Dr B.J.K Motshwane Tel No: (011) 876-1717
- APPLICATIONS** : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 26 May 2023
- POST 16/224** : **ENVIRONMENTAL HEALTH PRACTITIONER REF NO: EHD2023/O5/38 (X3 SESSIONS)**
Directorate: Quality Assurance
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R237.00 per hour
Grade 2: R277.00 per hour
Grade 3: R324.00 per hour
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 certificate with a degree/National Diploma qualifications in Environmental Health. Certificate in Occupational Health Management, Occupational Health and Hygiene Legislation, as well as OSHAS 1800/1, ISO 9000 SHEMTRAC/SAMTRAC, will be an added advantage. **Grade 1:** Less than 10 years relevant experience is required after registration with HPCSA as an Environmental Health Practitioner. **Grade 2:** At least 10 years, but less than 20 years relevant experience after registration with HPCSA as an Environmental Health Practitioner. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Environmental Health Practitioner. Registered with the South African Institute for Occupational Hygiene (SAIOH) as Occupational technologist, Assistant or Occupational Hygienist or at the HPCSA in a related specialty field. At least 1-year relevant experience in OH monitoring, OH risk assessment, occupational health case investigations, project management and the implementation of OSHAS 18000/1 series, preferably within the health care environment. In-depth knowledge in the prevention of occupational disease and ventilation requirements within the healthcare environment. Good interpersonal relations, communication, leadership, analytical and linguistic attributes. A valid driver's license is essential.
- DUTIES** : Monitoring and evaluation of Sub-District facilities on the Norms and Standards (self-assessments, baseline validation and post baseline). Managing training and retraining of facility staff on new developments related to Norms and Standards and Ideal Clinics preparation of facilities for audits, that will be conducted by Provincial and Office of Health Standards Compliance. Provision of guidance and information on the implementation of health standards and relevant inspection tools validate and complete inspection reports and recommendations. Assist with the development of policies, Standard Operating Procedures and Protocols. Assist clinics/facilities with the development and implementation of Quality Improvement Plans. Conduct inspections and re-inspections visits to Sub-Districts health facilities. Participate in training and contribute to development and evaluation. Perform all other duties delegated

		by the Supervisor/Manager. Provide guidelines to staff and clients in terms of SHERQ programs. Assist in reviewing and compiling OHRM guidelines (SOPs) for the planning and implementation of OHRM training and Occupational Hygiene monitoring programmes and determined trends.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B. Peloagae Tel No: (011) 876 -1717 should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/225</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2023/O5/39</u> Directorate: Quality Assurance Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
<u>SALARY</u>	:	Grade 1: R194.00 per hour Grade 2: R237.00 per hour Grade 3: R285.00 per hour
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Grade 12 certificate with Basic R425 qualification (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and current registration. Less than 10 years relevant experience as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of customer care service, Health Care Statutes & health standards, Norms & Standards, Ideal Clinics and Hospitals. Driver's license is essential.
<u>DUTIES</u>	:	Monitoring and evaluation of government hospitals and clinics on the Norms & Standards and Ideal Clinics Realization model. Managing training and retraining of facility staff on new developments related to the Norms & Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operating procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B. Peloagae Tel No: (011) 878- 8550 should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from

any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 02 June 2023
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Whites, Indian females, Coloureds and Persons with disabilities are encouraged to apply. 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, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Certified copies 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 POSTS

POST 16/226 : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/017090**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Ekurhuleni Region

REQUIREMENTS : Grade 12 plus a National higher diploma/NQF Level 6 in Built Environment field with a minimum of 4years and six months certified experience and or BTEch NQF Level 7 in Built Environment field with a minimum of 4years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' relevant experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies. Research and development. Computer-aided engineering applications; Technical report writing, technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms Miyelani Tshabalala at 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 16/227 : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/017092**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Tshwane Region
REQUIREMENTS : Grade 12 plus a National higher diploma/NQF Level 6 in Built Environment field with a minimum of 4years and six months certified experience and or BTech NQF Level 7 in Built Environment field with a minimum of 4years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' relevant experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Project implementation processes. Computer literacy. Competencies: Programme and project management, project principles and methodologies. Research and development; Computer-aided engineering applications; Technical report-writing; Technical consulting. Professional judgement; Decision making; team leadership; Problem solving and analysis; Planning and organising skills; Training and communication skills.

DUTIES : Facilitate, coordinate, monitor and implementation on Housing and Essential Services Delivery Programme in the Tshwane Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and service within the approved budget. Oversee general project management and implementation, staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms Zodwa File at 082 680 9744
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 16/228 : **ASSISTANT DIRECTOR: HOUSING & ASSETS TRANSFER REF NO: REFS/017089**

SALARY : R424 104 per annum, plus benefits

CENTRE : Johannesburg

REQUIREMENTS : Grade 12 plus a National Diploma / Degree in Public Administration and/or equivalent / relevant qualification; minimum of 3-5 years of experience within the Immoveable Asset Disposal environment. Skills and Knowledge: Understanding of the conveyancing practice; Working knowledge of town planning processes and regulations; Understanding of relevant property and succession legislation and policies; Familiarity with key property (housing) case law; Report writing; Operation of basic computer packages; Knowledge of human resources and supervisory practices; Presentation and Project management skills; Research and Administrative skills; Planning, Organizing and Problem solving.

- DUTIES** : Liaise with relevant stakeholders to ensure that only townships that fulfil all the requirements for properties registration are included in the annual business plans. Coordinate issuance of instructions to appointed conveyancers for registration of title deeds. Liaise with local authorities and other landowners to obtain power of attorney to facilitate the transfer of property ownership. Verify draft deeds for correctness before they are handed over to the conveyancers for lodgement. Monitor the conveyancing process and provide reports thereof. Render administrative functions related to the post.
- ENQUIRIES** : Ms Miyelani Tshabalala at 063 691 4046
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 29 May 2023
- NOTE** : Applications must be submitted on a duly new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. 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 Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

MANAGEMENT ECHELON

- POST 16/229** : **DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: GPT/2023/05/01**
Directorate: Gauteng Audit Services
- SALARY** : R1 105 383 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Audit/ Auditing/ Accounting. A professional qualification CIA/CA would be an added advantage. 7 years' experience in Internal Audit with 5 years of experience at middle/senior managerial level in Internal Audit.

- DUTIES** : Preparation of a strategic “business plan” for the Sub-unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk-based audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.
- ENQUIRIES** : Ms B. Mtshizana Tel No: 011 227-9000
- POST 16/230** : **DIRECTOR: STRATEGIC PLANNING REF NO: GPT/2023/05/02**
Chief Directorate: Strategy Management
- SALARY** : R1 105 383 per annum, (all-inclusive package), consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA or related qualification. 5 years of experience at Middle managerial level. 5 years of experience in planning or performance management or executive support where performance planning and reporting are key functions.
- DUTIES** : Develop and implement the departmental planning framework and ensure ongoing compliance with appropriate policies, procedures, standards and controls within the department. Coordinate development of organisational plans and facilitate implementation of planning processes. Develop and implement planning tools to realise departmental outcomes and impact, and alignment with national frameworks. Develop indicators and targets in line with SMART principle and aligned to mandate of department, provincial priorities and plans. Conduct research and benchmarking with regards to factors that can affect the operations of the department and present to relevant structures. Coordinate broad management team governance structure and provide support to executive management. Manage Strategic Planning Directorate.
- ENQUIRIES** : Ms. B. Mtshizana Tel No: 011 227 9000

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

OTHER POSTS

<u>POST 16/231</u>	:	<u>MANAGER: MEDICAL SERVICES REF NO: CL 02/2023 (X1 POST)</u>
<u>SALARY</u>	:	R1 288 095 per annum, all-inclusive package
<u>CENTRE</u>	:	Clairwood Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12), MBCHB Degree or equivalent qualification. Current registration as a Medical Practitioner with HPCSA. A minimum of 3 years appropriate / recognizable experience after registration with HPCSA as a Medical Practitioner. Recommendation: Valid driver's licence, Adequate experience in HAST and MMC will be an added advantage.
<u>DUTIES</u>	:	Sound clinical knowledge, competence and skills in a clinical domain. Good communication, leadership, interpersonal, ethical, operational, professional and supervisory skills. Ability to manage a Medical and Allied Health Professionals domain independently. Knowledge of current Health & Public Service legislations, regulations and policies administered by the Department of Health. Extensive knowledge of TB, HIV, AIDS and MMC Programmes. Willingness to perform overtime and night call duties. Provide the management, support and supervision to the Medical and Allied Health Professionals domain in a Specialized Hospital, transitioning to a District Hospital. Supervises, manages and oversees the provision, development, implementation and review of clinical management protocols and procedures for clinical services in the Medical and Allied Health Professionals domain and ensure that they are in accordance with the current statutory regulations and guidelines. Leads and manages the overall functions of the clinical audit and governance to meet the combined objectives of excellence health care and upholding of patients' rights. Assists clinical personnel in the Medical and Allied Health Professionals domain with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies. Performs clinical duties as per departmental requirements including after hours and weekend calls services (24 hours medical coverage must be ensured) Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients. Maintain accurate record and appropriate health records in accordance with legal and ethical considerations and continuity of patient care. Participate in male medical circumcision program. Ensure implementation and maintaining of employee performance management and development system (EMPDS) in the component. Ensure compliance in terms of Occupational Health and Safety, Infection Prevention and Control as well as IHRM and OHSC.
<u>ENQUIRIES</u>	:	Rev. N.B.L Gwala Tel No: 031 451 5180
<u>APPLICATIONS</u>	:	Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060
<u>NOTE</u>	:	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** : 26 May 2023
- POST 16/232** : **MEDICAL SPECIALIST: INTERNAL MEDICINE: GRADE 1 REF NO: HRM 30/2023 (X3 POSTS)**
- SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive package), plus overtime
- CENTRE** : King Edward VIII Hospital complex
- REQUIREMENTS** : MBCHB or equivalent, FCP (SA) OR equivalent Plus Registration certificate as a Specialist with the HPCSA Plus, Current registration with HPCSA (2023). Recommendation: Computer Literacy, Sub-speciality interest, Driver's licence. Knowledge, Skills, Training and Competencies Required: Management of tertiary Internal Medicine patients, Excellent decision making, problem solving, leadership and mentorship skills, Sound knowledge of medical ethics, Good communication skills and computer literacy, Orientation towards service delivery and Batho Pele principals, Knowledge of current Health and Public Service legislation, regulation and policies, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical governance activities, Leadership in the departmental academic program and continued medical education activities, Active participation in specialist clinics, Ability to work as part of a multidisciplinary team, Provide support for the HCU in Internal medicine in the management of the department, including human and financial resources.
- DUTIES** : The incumbent will report to the Head of Clinical Unit and will be responsible to fulfill the following requirements according to the policies of the Department i.e. clinical care, scholarship, administration and management, professionalism, clinical governance and research, To efficiently execute duties which support the aims and objectives of the Department of Medicine in providing specialist care for in patients in the Directorate of Internal Medicine, To supervise the training of registrars, interns, medical officers and undergraduate medical students in Internal Medicine, To participate in and contribute to the research and outreach activities of Department of Medicine, To supervise Acute Medical Emergencies Unit at King Edward VIII Hospital, To present at Monday morning meetings at IALCH division of Medicine, Actively participate in governance committees at KEH.
- ENQUIRIES** : Dr. P. Manickchund Tel No: (031) 360 3854
- APPLICATIONS** : All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin Building.
- 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 plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of s&t claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital.

Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
26 May 2023

CLOSING DATE

:

POST 16/233

:

**MEDICAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY: GRADE 1
REF NO: HRM 31/2023 (X2 POSTS)**

SALARY

:

Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive package), plus overtime

CENTRE

:

King Edward VIII Hospital complex

REQUIREMENTS

:

MBCHB or equivalent, FCP (SA) or equivalent plus Registration certificate as a Specialist with the HPCSA plus, Current registration with HPCSA (2023). Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, Sound knowledge of medical ethics, Good communication skills, leadership and decision making qualities, Ability to diagnose and manage common medical problems, Knowledge of current Health and Public Service legislation, regulations and policies, Concern for excellence.

DUTIES

:

Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, Provide support for the HOD in O&G in the management of the department, including human and financial resources, Perform, interpret and report obstetrics and gynaecology procedures and studies, Active participation in continuing medical education programs, Participate in the Quality Improvement program in the department, Participate in the clinical audit activities within the department, Maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, Actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), Perform and supervise operational research activities in O&G, Perform overtime as required in the Department, Perform outreach as required by the Department

ENQUIRIES

:

Dr. R.R. Greenthompson Tel No: (031) 360 3854

APPLICATIONS

:

All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin Building

NOTE

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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 plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE

:

26 May 2023

POST 16/234

:

**MEDICAL SPECIALIST: RADIOLOGIST: GRADE 1 REF NO: HRM 33/2023
(X1 POST)**

Re-Advertisement

SALARY

:

Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive package), excluding overtime

CENTRE

:

King Edward VIII Hospital complex

- REQUIREMENTS** : Senior Certificate/Grade 12 Plus MBCHB or equivalent Plus Registration certificate with HPCSA as a Medical Specialist in Radiology Plus Current registration with HPCSA as a Medical Specialist (2023). Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: The ability to teach and supervise staff and students, Middle management and research skills, Good administrative, leadership, decision making and communication skills, Able to work in a team, Valid driver's license.
- DUTIES** : Provide specialist radiology services in all imaging modalities to all departments at King Edward VIII Hospital complex and related referral hospitals, Although involved in all imaging modalities, successful applicants will have to oversee Mammography/Breast imaging and Fluoroscopy, Maintain clinical, professional and ethical standards related to these services, To perform, interpret and report radiological procedures and studies, Provide after hour care in accordance with the commuted overtime contract, Training and supervision of staff and students in Radiology, Provide expert opinion where required and consult with specialists on radiological procedures, Participate in Quality Improvement programs of the Department, Conduct, participate and assist in research, Participate in both academic and clinical administrative activities and duties, Be part of a multi-disciplinary team.
- ENQUIRIES** : Dr. N. Khuzwayo Tel No: (031) 360 3854
- APPLICATIONS** : All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin Building.
- 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 plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 26 May 2023
- POST 16/235** : **MEDICAL SPECIALIST GRADES 1 – 3 (ORTHOAEDICS) REF NO: SPEC/ORTHO 01/2023 (X2 POSTS)**
- SALARY** : Grade 1: R1 214 805 - R1 288 095.per annum, (all-inclusive packages)
Grade 2: R1 386 069 - R1 469 883.per annum, (all-inclusive packages)
Grade 3: R1 605 330 – R2 001 927.per annum, (all-inclusive packages)
consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Medical Specialist Grades 1 – 3 (Orthopaedics) MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Orthopaedics). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Orthopaedics). Current (2023) registration as a Medical Specialist with HPCSA. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources.

Experience: Medical Specialist **Grade 1**: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Specialist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Specialist **Grade 2**: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Specialist **Grade 3**: Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound knowledge and skills associated with the practice of Orthopaedics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

DUTIES

: Manage speciality clinics. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of commuted overtime is a requirement as per the policy on commuted overtime for medical practitioners. (After hours and weekends).

**ENQUIRIES
APPLICATIONS**

: Dr R Magagula Tel No: 031-907 8319
: All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07, Moben; 4060

**FOR ATTENTION
NOTE**

: Mr. M.F Mlambo
: Directions to candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups, African Male and White Male are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 02 June 2023

POST 16/236 : **MEDICAL SPECIALIST GRADE 1, 2 &3 REF NO: NGWE 56/2023**
 Department: Psychiatry

SALARY : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive salary packages
 Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive salary packages
 Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive salary packages
 Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE 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 Psychiatry. 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 Psychiatry. **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 Psychiatry. **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 Psychiatry. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. 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.

DUTIES : The candidate will, under the direction of the Head of Department: conduct specialist ward rounds; provide after hour coverage in Psychiatry Department and clinical support to junior staff; provide advice to district / regional level hospitals; manage / supervise allocated human resources; ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Psychiatry Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. 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. P Milligan Tel No: 035 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION NOTE : Mr MP Zungu
 : 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. 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.

- CLOSING DATE** : 26 May 2023
- POST 16/237** : **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 57/2023**
Department: Surgery
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive salary packages
Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive salary packages
Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive salary packages
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE 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 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. **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. Assessment, diagnose and management of patients within the field of expertise. 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.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Surgery and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. 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** : Mr MP Zungu

- NOTE** : 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. 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.
- CLOSING DATE** : 26 May 2023
- POST 16/238** : **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 58/2023**
Department: Orthopaedic
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive salary packages
Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive salary packages
Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive salary packages
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. 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 Orthopaedic. **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 Orthopaedic. **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 Orthopaedic. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. 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.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Orthopaedic and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to

surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. 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. J Moolman 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
 : 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. 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.

CLOSING DATE

: 26 May 2023

POST 16/239

: **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 59/2023**
 Department: Ophthalmology

SALARY

: Grade 1: R1 214 805 – R1 288 095 per annum, all-inclusive salary packages
 Grade 2: R1 386 069 – R1 469 883 per annum, all-inclusive salary packages
 Grade 3: R1 605 330 – R2 001 927 per annum, all-inclusive salary packages
 Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

**CENTRE
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.
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 Ophthalmology. **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 Ophthalmology. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. 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.

DUTIES

: Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Ophthalmology and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. 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

: Dr. RS Moeketsi Tel No: 035 901 7000

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

: 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. 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.

CLOSING DATE

: 26 May 2023

POST 16/240 : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: NGWE 60/2023**
 Department: Emergency Medicine (Emergency Department)

SALARY : Grade 1: R906 540 – R975 738 per annum, all-inclusive salary packages
 Grade 2: R1 034 373 – R1 112 730 per annum, all-inclusive salary packages
 Grade 3: R1 197 150 – R1 491 627 per annum, all-inclusive salary packages
 Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
 : Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Current ATLS/BLS/ACLS/PALS an advantage to candidates. DipPEC additionally an advantage. Knowledge, Skills, Attributes and Abilities
 Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

DUTIES : Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.

ENQUIRIES APPLICATIONS : Dr. S Garach 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
 : 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. 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.

CLOSING DATE

: 26 May 2023

POST 16/241

: **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: NGWE 61/2023**

Institution: Ngwelezana Tertiary Hospital
Department: Internal Medicine

SALARY

: Grade 1: R906 540 – R975 738 per annum, all-inclusive salary packages
Grade 2: R1 034 373 – R1 112 730 per annum, all-inclusive salary packages
Grade 3: R1 197 150 – R1 491 627 per annum, all-inclusive salary packages
Other Benefits: this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

CENTRE

: Ngwelezana Tertiary Hospital

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Current ATLS/BLS/ACLS an advantage to candidates. DipPEC additionally an advantage. Knowledge, Skills, Attributes and Abilities Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.

DUTIES

: Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate

health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.

**ENQUIRIES
APPLICATIONS**

: Dr. N Zibi 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
 : 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. 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.

CLOSING DATE

: 26 May 2023

POST 16/242

: **PHARMACY SUPERVISOR (GRADE 1) REF NO: PHARM 02/2023 (X1 POST)**

SALARY

: R906 540 per annum, all-inclusive package, (This inclusive package consists of 70% basic salary. 30% flexible portion that can be structures in terms of the applicable rules, medical aid and housing)

**CENTRE
REQUIREMENTS**

: KZN Health Inanda Community Health Centre
 : Grade 12 or equivalent, Degree/Diploma in Pharmacy, Current registration with South African Pharmacy Council as a Pharmacist (2023). Four years' experience after registration with SAPC as a Pharmacist, current registration (2023-2024) with SAPC as a Pharmacist. Certificate of service endorsed by HR department must also be submitted by only shortlisted candidates. Recommendations: Some form of supervisory experience and exposure to the use and management of Anti-Retroviral medication and control of Pharmacy bulk stores would be an advantage, Valid driver's license. Knowledge, skills, Attributes and abilities required: Extensive knowledge of public sector Pharmacy, as well as relevant acts, regulations, the District Health System, the EDL Good Pharmacy Practice, Policies and Procedures, the National Drug Policy. Knowledge and experience in the management of an Outpatient and Pharmacy stores. Sound knowledge of legislation relating to Pharmaceutic

practice in South Africa. Good communication, leadership, decision making, team building and motivational skills. Effective planning, organization, leadership and interpersonal skills. Financial and budgetary knowledge. Computer skills on basic programs. Problem solving skills. Knowledge and skills in managing quality improvement programmes. Computer literacy including stock control program Rx solutions.

DUTIES : Leadership of the relevant sections including financial management, budgetary control, drug supply management and Human Resource Management (training and orientation, discipline, Performance Management, monitoring and evaluation). Devise protocols, procedures and guidelines for an efficient and cost- effective pharmaceutical service. Implement and monitor policies and procedures for staff and sections under your control. Manage and supervise the selection, procurement, storage, distribution, and utilization of all pharmaceuticals. Ensure effective monitoring, management and communication of out of stock pharmaceuticals. Perform regular stock takes and financial reports according to requirements and legislation. Monitor and report feeder clinics expenditure. Exercise control over expenditure and budget utilization and ensure non-wastage of pharmaceuticals and other resources. Maintain accurate records and statistics. Compile and present data or statistics for management, research and reporting purposes. Engage in effective communication with health care workers, patients and caregivers. Provide medicine information, counselling and education to healthcare professionals and patients. Assist in providing and supervising of training programmes (Community Service Pharmacists, Pharmacists and Pharmacy Assistant Trainees). Provide Pharmaceutical support to departments and clinics attached to Inanda C CHC by doing schedule compliance checks. Participation in Quality Improvement Programmes, Pharmacy and Clinical Audits. Be willing to work additional hours where necessary. Implementation, monitoring and evaluation of employee's performance assessments in line with department policy. Work as part of multi-disciplinary team.

ENQUIRIES : Dr. SCV Mncwango (CEO) Tel No: 031-519 0455
APPLICATIONS : Applications to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag x04, Phoenix, 4080 or hand delivered to Human Resource Department.

NOTE : Directions to candidates: The following documents must be submitted, Application for Employment form (Z83) which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za, Updated comprehensive Curriculum Vitae stating any experience relevant to the Position. Certified copies of highest educational qualifications and other relevant documents will only be requested from the shortlisted candidates. Z 83 form must be completed in full manner that allows a selection committee to assess the quality of candidate based on the information provided on the form. Persons in possession of the foreign qualification will be required to bring an evaluation certificate from the South African Qualification Authority (SAQA) when shortlisted. The Post Reference Number must be indicated in the column provided on the form Z83 eg Pharm 02/2023. NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply also African males are encouraged to apply. This department is an equal opportunity, affirmative action employer whose aim is to promote represent in all categories in the department. The appointment is subject to the positive outcome obtained from the following checks, (Security checks, Credits records, qualification, citizenship and previous experience verifications). Please take note that due to the large number of applications anticipated, applications might not be acknowledged. Correspondence might be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful. African males are encouraged to apply.

CLOSING DATE : 26 May 2023

POST 16/243 : **PHARMACIST GRADE 1 OR GRADE 2 REF NO: OTH CHC 15/2023 (X1 POST)**

SALARY : Grade 1: R768 489 – R814 437 per annum
 Grade 2: R830 751 – R880 521 per annum
 Other Benefits: 17% Rural Allowance of Basic Salary, 13th cheque, Medical Aid (Optional)

CENTRE : Othobothini Community Health Centre (Jozini)

<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Bachelor of Pharmacy Degree / Diploma, Registration as pharmacist with the South African Pharmacy Council. Current registration with South African Pharmacy Council for 2023. Valid driver's license. 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, Training and Competencies Required: Thorough understanding and knowledge of the relevant Acts, Good Pharmacy practices, the national drug policy, District Health System and essential drug list. Sound knowledge of work processes and procedures in the pharmacy department. Good communication, organizational and interpersonal skills. Computer literacy. Ability to manage conflict and apply discipline. Ability to work under pressure. Commitment to service excellence with sound decision making, ethical and innovative.
<u>DUTIES</u>	:	Provide accurate, efficient cost and quality pharmaceutical services. Provide comprehensive pharmaceutical services for inpatients and outpatient sections. Provide expert and professional advice regarding medicine information, counselling and education services to health care professionals and patients. Assist with management of human, financial and material resources in the CHC pharmacy. Maintain accurate and appropriate patient's records and statistics. Supervise Pharmacist interns, Pharmacist Assistants. Exercise rational medicine use and participate in PTC activities. Ensure maintenance of cold chain in the CHC and attached clinics. Monitor expenditure of pharmaceuticals to prevent over expenditure and wastage of pharmacy resource. Provide adequate pharmaceutical support to all clinics attached to the CHC. Provide training to Pharmacist Interns and Pharmacist Assistants. Perform management duties in the absence of the pharmacy manager. Organize and control the prepacking and compounding of pharmaceutical products. Ensure compliance with Good Pharmacy Practice, Norms and Standards, policies and procedures. Provision of pharmaceutical services after normal working hours.
<u>ENQUIRIES</u>	:	Mr. M.M Buthelezi Tel No: 035 572 9002
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful, African Males are most welcome to apply.
<u>CLOSING DATE</u>	:	09 June2023
<u>POST 16/244</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY)</u> <u>(ORHOPAEDICS/SURGICAL/TRAUMA/ OPHTHALMOLOGY) REF NO:</u> <u>MAD 14/ 2023 (X1 POST)</u> EE Targets (African Male)
<u>SALARY</u>	:	Grade 1: R683 838 - R767 184 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. One-year Diploma in Orthopaedic / Trauma/ Ophthalmology Nursing Science A minimum of 10 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the Orthopaedic /Trauma/Ophthalmology Nursing Science, after obtaining the 1 year post-basic qualification in the Orthopaedic/Trauma/ Ophthalmology Nursing Science. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant

DUTIES

legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles, etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Computer literacy. Basic financial management skills. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Surgical, Ophthalmic and orthopaedic units. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human resources in terms of EPMDS; ensure that nurses are licensed to practice, etc. Monitor and ensure proper utilization of financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice 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 a basic understanding of HR and financial policies and practices.

**ENQUIRIES
APPLICATIONS**

Mr. R.S.M Ngcobo Tel No: 034 328 8037
All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

**FOR ATTENTION
NOTE**

The Recruitment Officer
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE

02 June 2023

POST 16/245

HEAD OF DEPARTMENT: COMMUNITY NURSING SCIENCE (PN-D3) REF NO: HGNC 33/2023 (X1 POST)

SALARY

R645 720 – R745 425 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)

CENTRE

Harry Gwala Regional Hospital: Harry Gwala Nursing Campus

- REQUIREMENTS** : Senior Certificate /Grade 12, Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic Qualification in Nursing Education and Nursing Administration registered with the SANC, PLUS A minimum of Nine Years appropriate/recognizable Nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Atleast Four Years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining a one year Post Basic Qualification in Nursing Education. An unendorsed valid RSA driver's license (code EB). In depth knowledge of Community Nursing. Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks within the area of operation. Has excellent communication skills (written and verbal) and presentation skills. In depth knowledge of Nursing Education Programmes and Curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making/problem solving skills. Computer literacy.
- DUTIES** : Co-ordinate provision of education and training of Student Nurses in R171, R425 and R635. Manage clinical learning exposure to students between college and clinical area. Oversee supervision of Students. Collaborate with other stake holders and build a sound relationship within the Department. Supervise staff with the Psychiatric Department. Develop and ensure implementation of quality improvement programs. Implement employee management and development systems. Maintain all clinical records and reports of students. Develop and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with the SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College
- ENQUIRIES** : Mrs. R.T. Zondi Tel No: 033 392 7563
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.
- FOR ATTENTION** : Mr. T.C. Manyoni
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023

POST 16/246 : **OPERATIONAL MANAGER NURSING (SPECIALTY): INTENSIVE CRITICAL CARE REF NO: ADD/OM/ICU1/2023 (X1 POST)**

SALARY : R627 474 - R703 752 per annum
CENTRE : Addington Hospital: KwaZulu Natal
REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification in Critical Care Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality-Critical Care Nursing Science. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience: Minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Intensive critical care nursing Unit after obtaining the 1 year post basic Qualification in Critical Care Nursing Science. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES : Matron B.N Ndhlovu Tel No: 031 327 2000
APPLICATIONS : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 Or dropped off in the "Application Box ", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

FOR ATTENTION : Human Resource Department
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. 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. 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. 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. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

- CLOSING DATE** : 26 May 2023
- POST 16/247** : **OPERATIONAL MANAGER PHC (SPECIALTY) REF NO: SAHSANT 05/2023 (X1 POST)**
- SALARY** : R627 474 per annum. Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital: Elim Clinic
: Senior Certificate. Diploma / Degree in Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwife and Primary Health Care. A minimum of 09 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification Primary Health Care. Proof of previous and current work experience endorsed by Human Resource (Only shortlisted candidates). Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.
- DUTIES** : To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. To implement and sustain kangaroo mother care practices. To implement and sustain baby friendly practices. To implement PMTCT as per National guidelines. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDs. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles.
- ENQUIRIES APPLICATIONS** : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
: should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010, Harding, 4680 OR Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the

closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 26 May 2023
- POST 16/248** : **OPERATIONAL MANAGER PHC (SPECIALTY) REF NO: SAH 06/2023 (X1 POST)**
- SALARY** : R627 474 per annum. Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Mobile PHC
- REQUIREMENTS** : Senior Certificate. Diploma / Degree in Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwife and Primary Health Care. A minimum of 09 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification Primary Health Care. Proof of previous and current work experience endorsed by Human Resource (Only shortlisted candidates). Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework, Interpersonal skills including public relations, negotiating, conflict handling and counseling skills, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.
- DUTIES** : To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. To implement and sustain kangaroo mother care practices. To implement and sustain baby friendly practices. To implement PMTCT as per National guidelines. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDs. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles.
- ENQUIRIES** : Mrs VV Ncume Tel No: 039 433 1955 EXT 259
- APPLICATIONS** : should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010, Harding, 4680 OR Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : 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. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 26 May 2023
- POST 16/249** : **OPERATIONAL MANAGER NURSING (PHC) MOBILE CLINIC REF NO: NMH/OMN/2023 (X1 POST)**
- SALARY** : Grade 1: R627 474 – R703 752 per annum, Rural allowance 8%
- CENTRE** : Niemeyer Memorial Hospital (Mobile Clinic)
- REQUIREMENTS** : Standard 10 or Grade 12. Degree/Diploma in General Nursing, Midwifery, Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment. Minimum of 9 years appropriate/ recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post- basic qualification in post basic Qualification in the relevant speciality. Current SANC receipt (2023) Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competences Required: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework. Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge nursing act health act occupational health, safety act and mental health act
- DUTIES** : Responsible for the efficient management of mobile Clinic. Supervise and develop all practices and systems to enable the integrated clinical service management to deliver comprehensive package of service in line with NHI initiatives. Integrated PHC for all sector of the community. Monitor and evaluate performance of clinic staff according to set standards, norms, targets and to ensure effective reporting. Monitor and evaluate all PHC programmes implemented within the designated service area. This includes 95-95-95 HAST indicators, MCWH&N, NCD etc. Ensure provisions of high quality comprehensive care through provision of preventive, curative and rehabilitative service. Work with CHW's in support of Phila Mntwana center functionality Provision of ICSM integrated clinical service management. Ensure quality service delivery through the implementation of quality improvement program within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resources. Provision of administrative services by planning, organizing and ensuring the availability of medicine, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Ensure clinical audits are implemented. Ensure monitoring and evaluation of staff performance through the EPMDS system. Ensure quality data management is implemented and monitored at the clinic.
- ENQUIRIES** : Mrs. GN Nkosi Tel No: 034-331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980
- NOTE** : The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023). Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target 1st Male African, 2nd Male Indian, 3rd Female Indian

- CLOSING DATE** : 31 May 2023
- POST 16/250** : **ASSISTANT MANAGER NURSING (NIGHT DUTY SERVICES) REF NO: NGWE 62/2023**
- SALARY** : R627 474 – R724 278 per annum. Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. Qualification in Nursing Management. Computer Literacy. Knowledge, Skills, Attributes and Abilities Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety act, Labour relations Act, Public service regulations Patients' Rights Charter, Batho Pele principles, etc. Strong interpersonal, communication (verbal and written) and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy, initiative and innovation. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge of nursing care delivery approaches. Sound knowledge of Nursing Management. Conflict management, Mentorship, supervisory and change management skills.
- DUTIES** : Provide effective and professional leadership during the night. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care at night. Develop/establish & maintain constructive working relationship with nursing & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork). Participate in the analysis, formulation & implementation of nursing guidelines, practices, standards & procedure. Ensure adherence to prescribed policies and procedures. Ensure effective management, utilization and supervision of all resources. Administer all nursing services and support services within in the hospital during the night. Monitor and implement EPMDS. Monitor and implement National Core Standards. Improve quality of care through reduction of patient complains, public complains and waiting times. Ensure that accurate, reliable statistics and reports are generated. Monitor and evaluate effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified. Control duty roster and attendance registers. Deal with grievances and labour relation issues in terms of laid down policies and procedures.
- ENQUIRIES** : Ms. RM Sithole Tel No: 035 901 7258

<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION NOTE</u>	:	Mr MP Zungu
	:	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. 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.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/251</u>	:	<u>OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: NGWE 63/2023</u> Department: Primary Health Care
<u>SALARY</u>	:	R627 474 – R703 752 per annum. Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital
	:	Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field. Valid driver's license Knowledge, Skills, Attributes and Abilities In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; Nursing Act, Health Act; Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy. Basic understanding of human resources and financial policies and practices. Effective communication skills with stakeholders. Teamwork and report writing skills; Leadership, organizational, decision making and problem solving abilities. Diversity Management and change management. Good interpersonal relations and basic computer skills.
<u>DUTIES</u>	:	Provide primary health care supervision, monitoring and evaluation of systems for all clinics under Ngwelezana Hospital. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards

as determined by Ngwelezana Hospital. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Ensure effective performance management of staff in line with Performance Management and Development system policy of the department. Effective management of complaints, ideal clinic, and norms and standards initiatives prioritization. Ensure effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensure that risks and hazards are identified and dealt with accordingly in line with departmental imperatives. Facilitate implementation of community based model. Provide leadership and governance to ensure a PHC approach of the system delivering services in the defined area to address health needs, including social determinants of health. Facilitate and monitor the essential PHC components of community participation and inter-sectorial collaboration. Ensure appropriate capacity development and supervision for the PHC facilities, units and teams operating in a service area. Facilitate and ensure an integrated approach in planning, and implementing services at all facilities and teams to provide a comprehensive PHC service from household level to the PHC services, including the referral system and ensuring full community participation. Analyze the operational imperatives set in the National PHC package of services, National Health Norms and standards, Provincial Strategic and Annual Plans, policies and guidelines to ensure translation into interventions and services to reach clearly defined targets and objectives in the service area. Monitor PHC outputs and services on a monthly basis to review performance, provide feedback to the PHC Units and facilities and their managers, as well as Sub District Management. As part of Clinical Governance monitor and audit compliance with norms and standards, clinical protocols and good practice elements to identify risks to communities, individuals and the Department. Ensure adverse event reporting as per protocol. Ensure effective, efficient and economical use of allocated resources.

ENQUIRIES
APPLICATIONS

: Mr S Mtshali Tel No: 035 901 7298 / 7224
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION
NOTE

: Mr MP Zungu
: 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. 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.

CLOSING DATE : 26 May 2023

POST 16/252 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT):
ORTHOPAEDIC NURSING AND SURGICAL NURSING REF NO: NURS
28/2023 (X3 POSTS)**

SALARY : R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)

CENTRE REQUIREMENTS : Harry Gwala Regional Hospital
Grade 12 certificate / Senior Certificate, Diploma / Degree in General Nursing Science and Midwifery (obtainable from the College/University), Registration with the South African Nursing Council (SANC) as a General Nurse and Midwifery, Post Basic qualification in Orthopaedic Nursing Science, Current South African Nursing Council receipt – licence to practice (2023), Experience: A minimum of NINE years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing; Atleast Five years of the period referred to above must be appropriate/recognizable experience in the Orthopaedic Nursing after obtaining the abovementioned Post Basic qualification. Knowledge of trauma and emergency processes & procedures. Knowledge of nursing statutes and other relevant legislative frameworks. Knowledge of Health Care Service delivery. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. The ability to function well with a team. Sound communication, interpersonal, counseling and time management skills. Understanding of Human Resource needs and developments. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills. Ability to formulate departmental service standards.

DUTIES : Provide efficient and effective management and leadership in the unit. Ensure effective, efficient management of resources including staff, budgetary planning and procurement process. Supervise and monitor clinical competencies of staff ensuring that principles of nursing care are implemented. Ensure that disciplinary measures are implemented in accordance with Labour Relations Act. Ensure proper and efficient data management and timeous submission to FIO. Ensure implementation of OHSC requirement. Promote a harmonious conducive working environment to enhance quality patient care. Facilitate and participate in development training and mentorship of staff and students. Develop, monitor and evaluate staff performance through EPMDS. Establish and maintain constructive working relationship with Nursing and other stakeholders. Formulate ward policies, guidelines, SOP's and protocols. Develop and implement strategies for Infection Prevention and Control in the unit. Conduct clinical audits and verify statistics. Strengthen ethics and professionalism in the unit. Monitor and control the quality of patient care. To manage trauma and violent casualties effectively.

ENQUIRIES APPLICATIONS : Ms. L. Magadlela Tel No: 033 395 4427
All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.

FOR ATTENTION NOTE : Mr. T.C. Manyoni
The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after

the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 26 May 2023
- POST 16/253** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) GATEWAY CLINIC REF NO: PHC 29/2023 (X1 POST)**
- SALARY** : R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital
 : Senior Certificate (Grade 12), Degree / Diploma in General Nursing and Midwifery (obtainable from College/University), Registration certificates with SANC in General Nursing and Midwifery and in Clinical Nursing Science, Health Assessment Treatment and Care, One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and care, A Valid Driver's license. Experience: A minimum of Nine years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing; Atleast Five years of the period referred to above must be appropriate/recognizable experience in in Primary Health Care after obtaining (1) one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter. Recommendation: Degree /Diploma in Nursing Administration.
- DUTIES** : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.
- ENQUIRIES APPLICATIONS** : Ms. L. Magadlela Tel No: 033 395 4427
 : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.
- FOR ATTENTION NOTE** : Mr. T.C. Manyoni
 : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to

comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 26 May 2023
- POST 16/254** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL): INTERNAL MEDICINE REF NO: NURS 30/2023 (X1 POST)**
- SALARY** : R497 193 – R575 898 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital
: Grade 12 certificate /Senior Certificate, Diploma / Degree in General Nursing Science, Midwifery and Psychiatry (obtainable from University/ College), Registration certificate with SANC as a General Nurse, Midwife and Psychiatry, Experience: A minimum of 7 years appropriate /recognizable experience in Nursing after registration as a General Nurse with SANC. Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts. Leadership, organizational, Decision making & problem solving abilities within the limit of public sector and institution policy framework. Financial and budgetary knowledge pertaining to nursing care. Interpersonal skills in dealing with conflict management, negotiating, counselling and disciplinary skills. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Basic computer skills.
- DUTIES** : Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Manage and supervise effective utilization of all resources in the units. Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff. Participate in the analysis, formulation and implementation of nursing practices, guidelines, practices, standards and procedures, Operational and Strategic Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental Priorities and National Core Standards. Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records. Demonstrate a concern for patients, promoting and advocating a proper treatment and care. Strengthen mental health services. Ensure effective data management. Computer Literacy. Ensure ethics and professionalism is maintained. Maintain/develop/establish constructive working relationship with nursing and other stake holders. Exercise control over discipline grievance and all labor related issues. Coordinate and monitor the implementation of nursing plan and evaluation there off. Monitor waiting times. Establish and maintain good interpersonal relations with all Stakeholders. Recommendation: Degree /Diploma in Nursing Administration.
- ENQUIRIES APPLICATIONS** : Mrs. FB. Ngema Tel No: 033 395 4427
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office.
- FOR ATTENTION NOTE** : Mr. T.C. Manyoni
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the

website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 26 May 2023
- POST 16/255** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) REF NO: GS 41/23**
Component: Nursing
- SALARY** : Grade 1: R497 193 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
- CENTRE** : Grey's Hospital- Pietermaritzburg
- REQUIREMENTS** : Senior Certificate or equivalent Diploma/Degree in General Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. NB! Only shortlisted candidates will be required to submit proof of all documents and proof of current and previous work experience endorsed by your Human Resource section. Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks. Promote quality of nursing as directed by professional scope of practice and standards as determined by the institution. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients Rights Charter.
- DUTIES** : Supervise and ensure provision of an effective and efficient patient care through adequate nursing care by the unit. Ensure compliance to quality assurance, infection prevention and control, and the implementation of ideal Hospital, Norms and standards by the unit. Ensure compliance to priorities of the MEC for health by the unit as detailed in a make me look like a Hospital project. Manage information system by ensuring that correct, accurate data is collected and submitted by the unit to prevent information errors thus improving data quality. Monitor and evaluate quality of nursing services in the unit. Manage and control staff absenteeism and maintain staff discipline. Ensure effective management of staff and patients to eliminate grievances and complaints from patients. Ensure implementation of employee performance management system (EPMDS) to monitor staff performance. Participate in the analysis, formulation and implementation of nursing guidelines, practices

		standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Mr F.S Matibela Tel No: 033 897 3331
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mr K.B Goba
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The employment equity target for this post is: African Male, African Female, Coloured Male.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/256</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: CBH08/2023</u>
<u>SALARY</u>	:	R497 193 - R559 686 per annum. Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Catherine Booth Hospital Standard10, Senior certificate or Grade12. Diploma/Degree in Nursing Science. Current registration with SANC 2023 as a Professional nurse and Midwifery. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Verifiable certificate of service endorsed and stamped by HR. A valid code 08 driver's licence. Working knowledge of health policies and current public service and health related legislation. In depth knowledge of nursing care procedures, nursing statutes and other relevant legal frameworks, such as Nursing Act, Provincial Health Act 2000, Patient's Rights Charter, Batho Pele Principles and Occupational Health and Safety Act. Good Management and analytical skills. Good communication, leadership and interpersonal skills. Ability to work in a multidisciplinary team. Practical experience in Quality Assurance and Accreditation.
<u>DUTIES</u>	:	Ensure the Implementation of Norms Standards Assessments and Ideal Clinic Realization Framework. Ensure the Management of Complaints and Patient Safety Incidents. Coordinate Patient Experience of Care and waiting time surveys. Ensure that Clinical Governance committee meetings are conducted. Provide support to the management team to ensure that the high standard of services is provided to both Catherine Booth Hospital and affiliated Clinics. To ensure that all departments and clinics are provided with quality management guidelines, protocols and that all these are implemented. Develop budget plan for the unit and exercise control over utilization of such a budget. Provide management and supervisors with up to date quality management information and updates. Ensure develop and promote quality assurance culture within the institution. Plan, ensure implementation of and evaluate, maintain control and co-ordinate activities of the quality assurance department in the institution. Facilitate formation of quality assurance committees and ensure effective functioning of these committees and that all staff participates in quality assurance programs. Ensure that quality improvement programs are initiated and implemented in order to address shortcomings and non-compliance issues. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non-compliance. Compile and submit monthly reports to the Hospital Manager. Provide on-going feedback to senior management and heads of departments. Assist with motivation of institutional personnel through positive reinforcement. Liaise with District Quality Assurance Department and validate results for all surveys.
<u>ENQUIRIES</u>	:	Ms. C.M Ntshela Tel No: (035) 474 8407/8/9
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801
<u>NOTE</u>	:	The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated

candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.

- CLOSING DATE** : 26 May 2023
- POST 16/257** : **OPERATIONAL MANAGER NURSING (GEN. STREAM) HAST REF NO: CBH11/2023**
- SALARY** : R497 193 - R559 686 per annum. Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Standard10, Senior certificate or Grade12. Diploma / Degree in General Nursing and Midwifery. Year 2023 Current registration with SANC as a Professional Nurse and Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration with SANC as a professional nurse. Experience in HIV programme unit Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal framework e.g. Nursing act, Health act, occupational health and safety, Batho Pele Principles, Public Service Regulations TB management guidelines, HIV and AIDS ART MMC guidelines and other relevant guidelines and policies. Good communication skills, report writing, facilitation, leadership, organizational, problem solving skills. Computer skills.
- DUTIES** : Advocate and promote nursing care ethos and professionalism Provide administrative services; participate in clinic arrangement and sustainability in the implementation of integrated clinic health service management. Ensure that all services within HAST programs are implemented, monitored and evaluated. Ensure implementation of relevant guidelines. Establish and maintain adherence to clinical governance pillars and processes. Ensure and establish all structures/ committees relevant to programs. Work with multidisciplinary team, partners and other stakeholders. Ensure that employee performance management development system is in place. Provide monthly report and statistics. Develop QIP and monitor improvements.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.
- CLOSING DATE** : 26 May 2023
- POST 16/258** : **CLINICAL PROGRAMME CO-ORDINATOR (CCMT) REF NO: ILE08/2023 (X1 POST)**
Component: HIV, AID, STI, ARV& VCT
- SALARY** : R497 193 per annum. Benefit:13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office

REQUIREMENTS

: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Computer literacy in word processing and spread sheet packages. Valid Driver's License – Code 8. Recommendations: Supervision and management in a HAST unit. NIMART training. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office and all abovementioned documents need not be attached on application will be requested only if shortlisted. Report writing abilities. Financial management skills. Empathy and counseling 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 work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.

DUTIES

: Ensure implementation of HAST policies and guidelines in all facilities (treatment adherence, HIV index testing, UTT, TLD switch/ initiations, welcome back campaign, etc.). Provide support, guidance and mentoring to health facilities so that the district can achieve 95 95 95 HAST goals. Ensure integration of the HAST programme into Sukuma Sakhe Objectives. Ensure that clinical audits are conducted and quality improvement plans are developed and implemented to improve quality. Facilitate the implementation of the differentiated models of care. Compile monthly, quarterly and annual reports and share with relevant stakeholders. Analyze emerging health practices and trends using available information systems (TIER.NET, DHIS, Vantage, NHLS labtrak etc.) and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support HAST programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor budget allocated to the HAST programme. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST monthly and quarterly meetings. Support facility and sub- district HAST meetings (new Operation Sukuma Sakhe nerve centre meetings) Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer. Coordinate trainings and updates for NGOs and Health Care Workers. Work in close collaboration with other stakeholders to implement the HAST programme.

ENQUIRIES APPLICATIONS

: Ms TM Banda (Deputy District Director: IDHSD) Tel No: 032 – 437 3500
: All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

NOTE

: Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are

respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

- CLOSING DATE** : 26 May 2023
- POST 16/259** : **CLINICAL PROGRAMME CO-ORDINATOR: IPC (INFECTION PREVENTION AND CONTROL PRACTITIONER REF NO: KCHC/IPC/07/2023 (X1 POST)**
- SALARY** : R497 193 per annum. 13th Cheque/Service Bonus, Medical Aid Allowance (optional) Homeowner Allowance (subject to meeting prescribed requirements).
- CENTRE REQUIREMENTS** : Kwa Mashu CHC
 Senior Certificate/ Grade 12. Degree/Diploma in Nursing Science and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) 2023. A minimum of 7 years appropriate/Recognizable Experience in Nursing after registration with the SANC in General Nursing. Computer Literacy. Valid driver's License. Recommendations: Certificate in Infection, Prevention and Control. Knowledge and skills required: certificate in infection, prevention control. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact service delivery. Knowledge of infection control policies and guidelines. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by professional scope of practice and standard determined by relevant health facility. Demonstrate a basic understanding of HR and financial policies and policies. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight to procedures and policies pertaining to nursing care. Leadership. Organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework.
- DUTIES** : Develop and implement an Infection Prevention and Control plan for the Institution. Identify Infection control risks and make recommendations on mitigations thereof. Ensure that all Departments comply with the IPC Framework, Guidelines and Protocols. Identify standard Operating Procedures to be formulated in relation to Provincial Guidelines. Identify outbreak of Infection, initiate investigation and control measures in collaboration with the IPC Committee. Provide Effective and efficient Infection Prevention and Control services in the Institution. Conduct IPC Surveillance and report on the incidence and prevalence of alert organisms and communicable diseases to the District CDC. Serve as a Clinical governance champion in the facility, ensuring effective clinical risk management system. Identify and report all Hospital Acquired Infections. Visit the Departments within the institutions to identify infection prevention and control risks. Ensure strong relationship with District IPC and CDC teams as well as Laboratory Services. Ensure that infection Prevention and Control as well as Antibiotic Stewardship Committees are in place and Functional.
- ENQUIRIES** : Mrs. J Kroutz Tel No: 031 5011589
- 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 at P61 Mkhivane Road, Kwa-Mashu, 4360 or posted to Private Bag X013, Kwa-Mashu, 4360
- NOTE** : Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – www.kznhealth.gov.za. Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). 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. IPC/KCHC/07/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

- CLOSING DATE** : 26 May 2023
- POST 16/260** : **PROFESSIONAL NURSE: SPECIALTY: PAEDIATRICS: GRADE 1 REF NO: HRM 34/2023 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R431 265 - R497 193 per annum, including benefits
: King Edward VIII Hospital complex
: Matric/Senior Certificate or equivalent qualification Plus Degree / Diploma in General Nursing and Midwifery plus Registration with S.A.N.C. as a General Nurse and/or Midwife or Accoucher PLUS One year Post registration Degree/Diploma in relevant speciality plus 4 years appropriate / recognizable registration experience as a General Nurse. Plus current registration with SANC 2023, Plus Certificate of service. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, Good communication skills-verbal and written, Co-ordination and liaison skills, Problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to, give them guidance, Ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty., To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources, Assist in planning/organizing and monitoring of objectives of the specialized unit.
- ENQUIRIES APPLICATIONS** : Ms. P. Govender Tel No: (031) 360 3026
: All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red application box situated next to the ATM in the Admin Building.
- 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 plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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 KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

- CLOSING DATE** : 26 May 2023
- POST 16/261** : **PROFESSIONAL NURSE SPECIALTY: TRAUMA UNIT REF NO: PNS/TRAUMA2 /2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 - R490 107 per annum
Grade 2: R497 193 - R645 720 per annum
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing. Registration Certificate with SANC as a General Nurse. Degree/Diploma – Post Basic qualification in Trauma and Emergency Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience **Grade 1**: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with a duration of at least 1 year in the relevant Speciality. Experience **Grade 2**: A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. complete patient records.
- ENQUIRIES** : Matron B.N Ndhlovu Tel No: 031 327 2000

APPLICATIONS : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000
Or dropped off in the "APPLICATION BOX ", at the Security Dept-Staff
Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

FOR ATTENTION : Human Resource Department

NOTE : Applications must be submitted on the prescribed Application for Employment
form (Z83) which must be originally signed and dated. The application form
(Z83) must be accompanied by a detailed Curriculum Vitae. Applications are
not required to submit copies of qualifications and other relevant documents
on application. 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. 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. 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. Please note that due to the large financial
constraints no S & T and settlement claims will be considered for payment to
candidates that are invited for the interview.

CLOSING DATE : 26 May 2023

POST 16/262 : **PROFESSIONAL NURSE SPECIALTY: PSYCHIATRIC NURSING SCIENCE**
REF NO: PNS/PSYCH1/2023 (X1 POST)

SALARY : Grade 1: R431 265 - R490 107 per annum
Grade 2: R497 193 - R645 720 per annum

CENTRE : Addington Hospital: KwaZulu Natal

REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration Certificate
with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic
qualification in Adult Psychiatric / Child Psychiatric Nursing Science. Post Basic
registration certificate accredited by SANC in the relevant Speciality. Current
registration receipt with SANC (2023). Certificate of Service. Only shortlisted
candidates will be required to submit proof of all documents. Experience **Grade**
1: A minimum of 4 years appropriate recognizable experience in Nursing after
registration as a Professional Nurse and Midwife with the South African
Nursing Council. A post-basic Qualification with duration of at least 1 year in
the relevant Speciality. Adult Psychiatric / Child Psychiatric Nursing Science.
Experience **Grade 2:** A minimum of 14 years appropriate recognisable
experience in nursing after registration as a Professional Nurse and Midwife
with SANC in General Nursing. At least 10 years of the period referred to above
must be appropriate/Recognisable experience in the specific speciality after
obtaining the 1 year post-basic qualification in Adult Psychiatric / Child
Psychiatric Nursing Science. Knowledge, Skills, Training and Competence
Required: Knowledge of nursing care processes and procedures, nursing
statutes, and other relevant legal frameworks. Good verbal and written
communication and report writing skills. Decision making and problem solving
skills. Conflict management and negotiation skills. Project Management skills.
Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality
unit in a cost-effective, efficient manner. Assist in planning, organizing and
monitoring of objectives of the specialised unit. Manage all resources within
the unit effectively and efficiently to ensure optimum service delivery. Able to
plan and organize own work and that of support personnel to ensure proper
nursing care. Display a concern for patients, promoting and advocating proper
treatment and care including awareness and willingness to respond to patient's
needs, requirements and expectations (Batho Pele). Work as part of the
multidisciplinary team to ensure good nursing care. Demonstrate effective
communication with patients, supervisors and other clinicians, including report
writing when required. Ensure compliance with all National, Provincial and
Professional prescripts in order to render a safe patient service and improve
client satisfaction. Participate in the analysis and formulation of nursing policies
and procedures. Assist in EPMDS evaluation of staff within the unit and

participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. complete patient records.

<u>ENQUIRIES</u>	:	Matron B.N Ndhlovu Tel No: 031 327 2000
<u>APPLICATIONS</u>	:	All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 Or dropped off in the "APPLICATION BOX ", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	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. Applications are not required to submit copies of qualifications and other relevant documents on application. 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. 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. 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. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/263</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: PAEDIATRIC REF NO: ADD/PAEDS1 /2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R490 107 per annum Grade 2: R497 193 - R645 720 per annum
<u>CENTRE</u>	:	Addington Hospital: KwaZulu Natal
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification in Child Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality-Child Nursing Science. Current registration receipt with SANC (2023). Certificate of Service. Only shortlisted candidates will be required to submit proof of all documents. Experience Grade 1: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Speciality. Child Nursing Science. Experience Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse and Midwife with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in Child Nursing Science. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
<u>DUTIES</u>	:	Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to

plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. complete patient records.

**ENQUIRIES
APPLICATIONS**

: Matron B.N Ndhlovu Tel No: 031 327 2000
 : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000
 : Or dropped off in the "APPLICATION BOX ", at the Security Dept-Staff
 : Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

**FOR ATTENTION
NOTE**

: Human Resource Department
 : 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. Applications are
 : not required to submit copies of qualifications and other relevant documents
 : on application. 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. 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. 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. Please note that due to the large financial
 : constraints no S & T and settlement claims will be considered for payment to
 : candidates that are invited for the interview.

CLOSING DATE

: 26 May 2023

POST 16/264

: **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO:
ADD/OT1 /2023 (X3 POSTS)**

SALARY

: Grade 1: R431 265 - R490 107 per annum
 : Grade 2: R497 193 - R645 720 per annum

**CENTRE
REQUIREMENTS**

: Addington Hospital: KwaZulu Natal
 : Degree/Diploma in General Nursing. Registration Certificate with SANC as a
 : General Nurse. Degree/Diploma – Post Basic qualification in Operating
 : Theatre Nursing Science. Post Basic registration certificate accredited by
 : SANC in the relevant Speciality. Current registration receipt with SANC (2023).
 : Certificate of Service. Only shortlisted candidates will be required to submit
 : proof of all documents. Experience **Grade 1:** A minimum of 4 years appropriate
 : recognizable experience in Nursing after registration as a Professional Nurse
 : with the South African Nursing Council. A post-basic Qualification with duration
 : of at least 1 year in the relevant Speciality-Operating Theatre. Experience
 : **Grade 2:** A minimum of 14 years appropriate recognisable experience in
 : nursing after registration as a Professional Nurse with SANC in General
 : Nursing. At least 10 years of the period referred to above must be
 : appropriate/Recognisable experience in the specific speciality after obtaining
 : the 1 year post-basic qualification in the relevant speciality-Operating Theatre.

Recommendation: At least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Must have good knowledge of Cardiac Conditions. Project Management skills. Basic Computer skills.

DUTIES : Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Complete patient records.

ENQUIRIES : Matron B.N Ndhlovu Tel No: 031 327 2000
APPLICATIONS : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 Or dropped off in the "APPLICATION BOX ", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.

FOR ATTENTION : Human Resource Department
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. 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. 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. 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. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE : 26 May 2023

POST 16/265 : **PROFESSIONAL NURSE (SPECIALTY) – ADVANCED MIDWIFERY: PMTCT CO-ORDINATOR REF NO: IMBALCHC06/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum
 Allowances: 8% Inhospitable Allowance, 13th Cheque, Housing Allowance and Medical Aid (Employee must meet the Prescribed Requirements).

CENTRE : Imbalenhle CHC

- REQUIREMENTS** : Senior Certificate /Grade 12, Degree/Diploma in General Nursing and Midwifery, Registration with SANC as General Nurse, Advanced Midwifery and Neonatal Nursing Care, A minimum of 4 years appropriate/recognizable registration experience as a General Nurse, 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Care, Current Registration Certificate with SANC to practice in 2023, A Certificate of Service endorsed by Human Resources for all relevant experience. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing and Midwifery plus one year post basic qualification in Advanced Midwifery and Neonatal Nursing Care. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Advanced Midwifery and Neonatal Nursing Care. Knowledge, Skills Training and Competencies Required: Relevant legal framework such as Nursing Acts, Mental Act, OH&S Act, Batho Pele and Patients Right Charter, Labour Relations Act, Grievance procedures etc, Leadership, organizational, decision making and problem solving skills, Conflict handling and counselling skills. Sound knowledge of procedures and policies pertaining to nurse care, Good communication skills, Good interpersonal relationship skills, Coordination and planning skills, Report writing skills, Knowledge of TB control, HIV including PMTCT and ARV management.
- DUTIES** : To plan and coordinate integrated, efficient and effective PMTCT services in the Sub District., Ensure PMTCT Program implementation (PMTCT PRONGS) in the sub district, Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists, Participate in the development operational plans and business plans for PMTCT, Conduct support visits within the sub district and report on findings to health management and facilitate the development of quality improvement plans, Participate in activities aimed at fully integrating PMTCT programmes to the main stream of PHC services, Attend to District trainings and coordinate sub district PMTCT trainings, updates for NGOs and Health Care Workers, Monitor the rendering of PMTCT services within the sub district, Provide care that leads to improved health service delivery by upholding principles of Batho Pele. Ensure implementation of norms and standards, quality and clinical audits. Supervision of patients' reports and intervention, keeping a good valid record on all client intervention. Implementation of CARMMA strategy, BANC, EPOC and ESMOE. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Ability to plan and organize own work and that of support officers to ensure proper PMTCT. Organize and prepare Perinatal Review Meetings including Wedge meetings, workshops and updates. Prepare and submit reports to facility health management.
- ENQUIRIES** : Mrs LH Sibiya Tel No: 033 – 398 9100, EXT: 9103
- APPLICATIONS** : must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
- NOTE** : The incumbent will be expected to assist in the MCWNH stream in day to day activities: Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability. Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview.
- CLOSING DATE** : 26 May 2023
- POST 16/266** : **CLINICAL NURSE PRACTITIONER (BERGVILLE CLINIC) REF NO: EMS/16/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)

<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	<p>Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General nursing that allow registration with SANC as Professional Nurse. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. NB: Only shortlisted candidates will be required to submit: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Before or on the day of interview. Recommendation: Driver's license code 8. Knowledge & Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counseling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.</p>
<u>DUTIES</u>	:	<p>Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID -19 management according to protocols and policies. Provide COVID -19 screening, testing and vaccination to clients.</p>
<u>ENQUIRIES</u>	:	Ms N.D Makhombohi Tel No: 036 488 1570, EXT: 8312
<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>	:	<p>Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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. No resettlement will be paid to suitable candidate.</p>
<u>CLOSING DATE</u>	:	26 May 2023 at 16:00

<u>POST 16/267</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: NMH/THRT/2023 (X1 POST)</u>
<u>SALARY</u>	:	R431 265 – R497 193 per annum, Plus Rural Allowance 8%. Benefits: 13th Cheque, medical- aid (optional), Housing Allowance (Employees must meet the prescribed requirements) R528 696 – R645 720 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
<u>CENTRE REQUIREMENTS</u>	:	Niemeyer Memorial Hospital Grade 1: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Operating Theatre Nursing. Grade 2: Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a speciality after obtaining one year post basic qualification in the relevant speciality. Senior Certificate or equivalent qualification. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One (1) year post basic qualification in Theatre. Current registration with South African Nursing Council as a Professional Nurse (2023 SANC receipt) a minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. knowledge, skills, experience and competencies required: Strong interpersonal, communication and presentation skills. Ability to make independent decision. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, procedures, prescripts and legislation.
<u>DUTIES</u>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation. To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre. Develop competencies in scrub, circulating, recovery room and set room duties. Safe environment to achieve desired outcome of surgical interventions. Work collaboratively with Surgeons and Anesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment. Provision of efficient floor nurses duties. Manage/ co-ordinate the smooth functioning of the instrument room.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs GN Nkosi Tel No: 034 331 3011 Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African 2nd Male Indian 3rd Female Indian

- CLOSING DATE** : 31 May 2023
- POST 16/268** : **CLINICAL NURSE PRACTITIONER REF NO: BALL02/2023 (X1 POST)**
Component: Ballito Clinic
- SALARY** : Grade 1: R431 265 per annum, Plus 8% rural allowance
Grade 2: R528 696 per annum, Plus 8% rural allowance
Benefit: 13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted). Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

<u>ENQUIRIES</u>	:	Mrs. R Bhagwandin – Deputy Manager Nursing Tel No: 032 – 5513686
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450
<u>NOTE</u>	:	Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/269</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 64/2023</u> Department: Various Clinics
<u>SALARY</u>	:	R431 265 – R497 193 per annum R528 696 – R645 720 per annum Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. knowledge, skills, attributes and abilities Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.

DUTIES

: Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and office of health standard compliance guidelines. (OHSC) Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ability to assess, diagnoses, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes. Ensure the implementation of community based model.

ENQUIRIES

: Mr. S Mtshali Tel No: 035 901 7298 / 7224

APPLICATIONS

: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION

: Mr MP Zungu

NOTE

: 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. 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.

CLOSING DATE

: 26 May 2023

POST 16/270 : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 65/2023**
Department: ICU

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance

CENTRE REQUIREMENTS : Ngwelezana Tertiary Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC Receipt. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. A minimum of 14 years appropriate of recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes And Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES APPLICATIONS : Ms. RM Sithole Tel No: 035 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION NOTE : Mr MP Zungu
: 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. 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.

- CLOSING DATE** : 26 May 2023
- POST 16/271** : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 66/2023**
Department: Operating Theatre
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC Receipt. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Operating Theatre Nursing Science. A minimum of 14 years appropriate of recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.
- ENQUIRIES APPLICATIONS** : Ms. RM Sithole Tel No: 035 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu
: 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. 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.

CLOSING DATE

:

26 May 2023

POST 16/272

:

PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 67/2023

Department: Various Clinics

SALARY

:

R431 265 – R497 193 per annum

R528 696 – R645 720 per annum

Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance

CENTRE

:

Ngwelezana Tertiary Hospital

REQUIREMENTS

:

Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC Receipt. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate of recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Knowledge SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of Conduct and labour relations. Good communication and interpersonal skills. Decision making and problem solving. Basic Financial management.

DUTIES

:

Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE, KING; Helping Babies to breath and ensure IMCI programmes are properly Implemented. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programmes within the maternity unit. Manage the utilization and

supervision of the resources. Coordinate the provision of effective training and research, focusing on the programmes aimed at the improvement of the maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programmes e.g. IDEAL Clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing service e.g. assist with relief duties to nursing management.

- ENQUIRIES** : Mr S Mtshali Tel No: 035 901 7298/7224
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : 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. 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.
- CLOSING DATE** : 26 May 2023
- POST 16/273** : **PROFESSIONAL NURSE SPECIALTY OCCUPATIONAL HEALTH REF NO: EMS/16/2023**
Re- Advertised: Applicants who previously applied need to re-apply
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other benefits: Medical Aid (Optional) 13th Cheque PLUS 8% rural allowance, Housing allowance (employee must meet prescribed requirements)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery, Plus 1 (one) year post basic qualification in occupational Health. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC. Current registration with SANC as a General nurse, and Occupational Health a post basic qualification in Occupational Health with duration of at least 1 year accredited with the south African nursing council. **Grade2:** Minimum of 14 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in Occupational health. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills

Sound knowledge of Occupation health and safety act no. 85/1993, compensation for occupational injuries & disease act no 130/1993 and other public service regulations. Clinical & administrative knowledge in the field of Occupational Health nursing. Strong interpersonal, communication, and presentation skill. Ability to make independent decision and adhere knowledge of infection prevention and control policies and risk management. An ability to uphold high level of confidentiality. Computer skills in basic programs.

DUTIES : Advice provides support and assistance to ensure optimal health status for all employees in the institution and clinic. Roll out occupational health programmes for hospital and clinics. Conduct medical surveillance and programme to all employees. Execute all duties functions and responsibilities in compliance with occupational health and safety act 85 of 1993 and other relevant legislation. Compile and submit occupational health statistics and report to the supervisor. Render an optimal, holistic, specialized nursing care to employee, maintain accurate staff record and submit report to relevant stakeholders. Advocate for proper health care treatment and willingness to respond to employee needs, requirements and expectations. Ensure the unit complies with infection prevention and control as well as Occupational Health and safety policies. Maintain Accreditation standard by ensuring complies with national norms and standard. Develop quality improvement plans, strategic plan, policies and procedures for the units. Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employees. Orientate, train and develop staff on occupational health matters within the sub-district.

ENQUIRES APPLICATIONS : Mr. T.B.Khumalo Tel No: 036 488 1570 EXT 8206
: 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.

FOR ATTENTION NOTE : Human Resource Manager
: Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. 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, Resettlement allowance will be paid for interview attendance.

CLOSING DATE : 26 May 2023 at 16:00

POST 16/274 : **PROFESSIONAL NURSE- SPECIALTY REF NO: GS 42/23**
Component: Orthopaedic Nursing Science

SALARY : Grade 1: R431 265 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R528 696 per annum, Plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
: **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Grade, plus one year Post Basic qualification in Clinical Nursing **Grade 2:** Science (Orthopaedics) Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality Grade 12 Certificate Degree / Diploma or equivalent qualification that allows registration with SANC as a Professional Nurse. One Year Post Basic Qualification in Orthopaedic Clinical Nursing Science. Current Registration with

SANC A minimum of 4 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing Plus One (01) year Post Basic qualification in Orthopaedic Nursing Science. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department Knowledge, Skills, Attributes and Abilities Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Labour relations act, Grievance procedure Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing orthopedic units at Greys Hospital. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Orthopaedic care nursing. Install discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES : Mr. F.S. Matibela Tel No: 033 897 3331
APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

FOR ATTENTION : Mr K.B Goba
NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The employment equity target for this post is: African Male, African Female, Coloured Male

CLOSING DATE : 26 May 2023

POST 16/275 : **CLINICAL NURSE PRACTITIONER: ENSINGWENI CLINIC-OUTREACH (WBOT) REF NO: CBH13/2023**

SALARY : Grade 1 R431 265 - R497 193 per annum
 Grade 2 R528 696 - R645 720 per annum
 Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE : Catherine Booth Hospital
REQUIREMENTS : Standard10, Senior certificate or Grade12, Degree/ Diploma in General Nursing and Midwifery registered with SANC, A post basic 1 year specialized qualification in Primary Health Care accredited with SANC, Current SANC Annual practicing certificate 2023, Valid Driver's license. **Grade1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/ recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of SANC rules and regulation. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills Basic financial management.

DUTIES : Manage and implement all clinic outreach services i.e. CHW program, CCMD, home based programs, referrals to and from the clinic, health promotion and attend OSS meeting and ensure implementation and recommendation. To provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and

communities. Demonstrate effective communication with patients, community leaders, and other stake holders, supervisors and other clinicians. Provide administrative services such as accurate statistics and office administration, monthly reports and statistics. Ensure proper control and effective and efficient resource utilization. Prescribe and dispense medication according to the guideline, protocols and EDL for PHC. Provide services during extended hours and over weekends and holidays as per clinic / client needs. Ensure provision of full PHC package.

- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 26 May 2023
- POST 16/276** : **CLINICAL NURSE PRACTITIONER: MVUTSHINI CLINIC (SCHOOL HEALTH) REF NO: CBH14/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
: Standard10, Senior certificate or Grade12, Degree/ Diploma in General Nursing and Midwifery registered with SANC, A post basic 1 year specialized qualification in Primary Health Care accredited with SANC, Current SANC Annual practicing certificate 2023. Valid Driver's license, **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/ recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of SANC rules and regulation. Knowledge of nursing procedures, relevant acts and policies. Knowledge of Batho Pele and Patient's Rights Charter. Knowledge of code of conduct and labour relations. Good communication skills. Decision making and problem solving skills Basic financial management.
- DUTIES** : To provide quality comprehensive primary health care by promoting preventive, curative and rehabilitative services for the clients and communities. Demonstrate effective communication with learners, School Principals and other stakeholders. Implement ISHP. Provide health education and continuous evaluation of learners. Provide clinical services in schools guided by DOP policy by identifying school program needs, schedule learner assessment guided by school time table, conduct campaign and immunization as per DOH guidelines. Manage all resources i.e. human, material and equipment. Ensure quality service is provided in all schools and holidays as per clinic / client needs. Ensure provision of full PHC package.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801

- NOTE** : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 26 May 2023
- POST 16/277** : **CLINICAL NURSE PRACTITIONER: ENSINGWINI CLINIC REF NO: CBH15/2023**
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
Standard 10, Senior certificate or Grade12, Degree/ Diploma in General Nursing and Midwifery registered with SANC, A post basic 1 year specialized qualification in Primary Health Care accredited with SANC, Current SANC Annual practicing certificate 2023. Valid Driver's license. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as General Nurse with SANC. **Grade 2:** A minimum of 14 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to must be appropriate/ recognizable experience in PHC after obtaining the 1 year qualification in PHC. Knowledge of nursing care processes and procedures. Legal prescript, SANC regulation, Health and Safety Act and other related acts. Leadership, organizational, decision making and problem solving skills Good communication, interpersonal relations, Financial management skills. Patients' Rights Charter and Batho Pele Principles. Professionalism etc. Ideal clinic Realization and NCS standards. Team building and supervisory skills.
- DUTIES** : To provide Quality comprehensive community health care. To provide administrative services. To provide educational services i.e. teaching of patients, public and staff and continuous self-study. To provide clinical services, through Evaluation and follow up of patients during clinic visits, Consultation and treatment initiation, Coordination between hospital and community, Attending and participating in Doctors' visits, Functioning as a member of the therapeutic team, Effective crisis management. To control equipment and other resources. To engage in research functions. Manage all resources in the absence of an Operational Manager .Manage PHC & Priority programs and services including school health, WBOT, CCG. Participate in monitoring and evaluation of care. Financial Management.
- ENQUIRIES APPLICATIONS** : Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9
All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the

large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

- CLOSING DATE** : 26 May 2023
- POST 16/278** : **OCCUPATIONAL HEALTH NURSE REF NO: RCH 23/04/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employees Must Meet The Prescribed Requirements), (Medical Aid Optional), 8% Inhospital Rural Allowance.
- CENTRE** : Richmond Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification. Diploma/Degree in General Nursing and Midwifery. Current registration with South African Nursing Council. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health. A minimum of 4/four year's appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery. Certificate of service endorsed by Human Resource Department. **Grade 2:** Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration with South African Nursing Council. Post Basic qualification with a duration of at least one year in Occupational Health Nursing accredited with SANC. A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing, At least 10 years of this period must be appropriate/recognizable experience in Emergency & Trauma Unit after obtaining the relevant 1 year post basic qualification required for the relevant specialty. Certificate of service endorsed by HR department. Knowledge, Skills and Experience: Knowledge of nursing care process, procedures, nursing statuses and other relevant framework such as Nursing Act, Public Service regulations, Disciplinary Code and Procedures in the Public Service. Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation Skills. Ability to function within a team. Skills in Organizing, planning and supervising. Knowledge of Batho Pele Principles and patients' Rights Charter. Personal attributes, responsiveness, professionalism, supportive, and assertive.
- DUTIES** : Provision of quality emergency nursing care through the implementation of standards and protocols. To develop and ensure implementation of nursing care plans. Identify patients for emergency medical and nursing interventions and initiation of resuscitated measures. Provide comprehensive emergency care inclusive of women's health and other priority programs. Participate in disaster preparedness within the institution. Manage and supervise effective utilization of all resources e.g. human, financial, material. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Maintain accurate and complete patient records according to legal requirements. To uphold the Batho Pele and Patients' Rights Charter Principles. Implement Norms and standards to improve the quality of care. Participate in staff, student and patient teaching. Evaluate patient care programmes from time to time and make proposals for improvement.
- ENQUIRES** : Mr. SE Ndlela Tel No: (033)-212 2170
- APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.
- FOR ATTENTION** : Mr. SE Ndlela
- NOTE** : The applicants must include only completed and signed new Z83, Obtained 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 Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.
- CLOSING DATE** : 26 May 2023

POST 16/279 : **PROFESSIONAL NURSE - SPECIALTY (OPERATING THEATRE) REF NO: EGUM 21/2023**
(Re –Advertisement)

SALARY : Grade 1: R431 265 – R521 172 per annum
Grade 2: R528 696 - R645 720 per annum
Plus 13th cheque /service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS : E G & Usher Memorial Hospital
: Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Operating Theatre Technique 1 (One) year post basic qualification in Operating Theatre Technique accredited by SANC. Registration Certificates from South African nursing Council as a General nurse, Midwifery and Operating Theatre Technique (SANC 2023) Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. **Grade 1:** A Minimum of (4) years appropriate recognisable experience in nursing after registration with SANC in General Nursing and Operating Theatre Technique. **Grade 2:** A Minimum of (14) years appropriate recognisable experience in nursing after registration with SANC in general nursing and Midwifery. At least (10) years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act. Patient’s Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.

DUTIES : Monitoring patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB drills. Implement national Core Standards guidelines and standard operating plans. Implement strategies and standard operational plans for infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems. Implement maternal and child health care programs (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings.

ENQUIRIES APPLICATIONS : Mr. MJ Mbali Tel No: 039 - 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION NOTE : Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed with experience Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the

above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 26 May 2023 @ 16H00 afternoon
- POST 16/280** : **PROFESSIONAL NURSE - SPECIALTY (ADVANCE MIDWIFERY AND NEONATAL) REF NO: EGUM 20/2023**
(Re- Advertisement)
- SALARY** : Grade 1: R431 265 – R521 172 per annum, Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
: Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Registration certificate from SANC as Professional Nurse and Advance Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.
- DUTIES** : Monitoring of patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB Drills. Implement National Core Standards guidelines and Standard Operational Plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to resolve problems. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings.
- ENQUIRIES** : Mr. MJ Mbali Tel No: 039 - 797 8100

<u>APPLICATIONS</u>	:	Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za , updated and fully detailed with experience Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: DUE to financial constraints, NO S&T will be paid to candidates when attending the interviews.
<u>CLOSING DATE</u>	:	26 May 2023 at 16H00 afternoon
<u>POST 16/281</u>	:	<u>CLINICAL NURSE PRATICITIONER REF NO: AMAJ09/2023</u> Component: Integrated District Health System Development Service
<u>SALARY</u>	:	R431 265 – R521 172 per annum. Other Benefits: Rural allowance on a claim basis
<u>CENTRE REQUIREMENTS</u>	:	Amajuba Health District Office Degree/Diploma in General Nursing and midwifery plus 1 year post basic qualification in Primary Health Care. A minimum of four years appropriate / recognizable experience of which at least one year must be in PHC. Recommendations Valid driver's license code B. Knowledge, Skills, Behavioural Attributes and Competencies Required Knowledge of nursing care processes and procedures, nursing statues and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act. Batho Pele and Patience Rights, Labour Relations Act and Grievance Procedure Act. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care.
<u>DUTIES</u>	:	Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Conduct outreach services with the aim of improving health outcomes. Motivates staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Formulate strategies of retaining client and bringing them back to care. Demonstrate effective communication with

clients, supervisors and other stakeholders. Ensure proper utilization and management of all resources. Demonstrate understanding in managing of facility planned projects. Assist the Operational Manager with overall management and necessary support for effective functioning of HTA team. Implement health programme within the PHC package in accordance with set standards. Monitor performance and health care outcomes against the set targets. Strengthen and ensure implementation of DEAL clinic strategies. Encourage research by assisting in departmental projects and always ensuring the community needs are taken into account. Assist the unit manager with overall management and necessary support for effective functions in the facility. Participate in clinical report audits. Advocate for Nursing Ethics and Professionalism.

**ENQUIRIES
APPLICATIONS**

: Mr. BR Khumalo Tel No: 034 328 7000
 : All applications should be forwarded to: The Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle.

**FOR ATTENTION
NOTE**

: Mr V.J Khumalo
 : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from only shortlisted candidates who may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.

CLOSING DATE

: 31 May 2023

POST 16/282

: **CLINICAL NURSE PRACTITIONER REF NO: CJMH 05/2023 (X3 POSTS)**

SALARY

: R431 265 – R497 193 per annum. Other Benefits: 13th Cheque, 12% Rural Allowance is compulsory Homeowner's allowance must meet prescribed requirements.

CENTRE

: Mangeni Clinic (X2 Posts)
 Isandlwana Clinic (X1 Post)

REQUIREMENTS

: STD 10 / Grade 12 certificate. National Diploma / Degree in nursing that allow registration with SANC as a Professional Nurse and Midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Only shortlisted candidates will submit/attached proof of certificate if service. Application form Z83 and CV only must be submitted. Recommendation One year diploma in Psychiatric Nursing Science. Knowledge, Skills, Training and Competences Required Leadership, Organizational, Decision-making, Supervisory and Problem solving abilities within the limit of public sector and institutional policy framework. Ability to formulate patient care related policies, vision, mission and objective of clinic. Communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedures and policies pertaining nursing care, computer skills in basic programme. Knowledge of TB/HIV/AIDS, MCWH and other communicable and non-communicable.

DUTIES

: Provision of an integrated, quality and comprehensive Primary Health Care services by promoting health, prevent diseases curative and rehabilitative

services to clients, individuals, families and community. Provide PICT and adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus ensuring that facilities comply with Batho Pele principles. Provide primary prevention strategies and management of Covid-19, TB/HIV/ AIDS, MCWH and other communicable diseases and non-communicable diseases. Maintain inter-sectoral collaboration with other government structures. Support operation WBPHCOT and Sukuma Sakhe Activities. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring of HR performance through EPMDS. Ensure data management is implemented and monitored. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinics assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the public. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients need e.g. oxygen, nutrition, elimination of fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDI guidelines. Provide direct and indirect supervision of all nursing staff and to give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients and families to development a sense of self care. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Rights Charter. Ensure compliance with and implementation of National Core Standards, Ideal Clinic Realization and Maintenance, CCMD, etc.

- ENQUIRIES** : Mrs T. P. Ndlovu Tel No: 034 271 6405
- APPLICATIONS** : Applications must be forwarded to: The Hospital Manager, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135
- FOR ATTENTION** : Ms A. D. Nkosi
- NOTE** : Due to financial constraints no S&T or resettlement will be paid.
- CLOSING DATE** : 26 May 2023
- POST 16/283** : **PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: NMH/THRT/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, medical- aid (optional), Housing Allowance (Employees must meet the prescribed requirements)
Grade 2: R528 696 – R645 720 per annum, Plus Rural Allowance 8% Benefits: 13th Cheque, Housing Allowance (Employees must meet the prescribed requirements), medical aid (optional).
- CENTRE REQUIREMENTS** : Niemeyer Memorial Hospital
: **Grade 1:** Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Plus one year Post basic qualification in Operating Theatre Nursing. **Grade 2:** Experience: A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in a speciality after obtaining one year post basic qualification in the relevant speciality. Senior Certificate or equivalent qualification. Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. One (1) year post basic qualification in Theatre. Current registration with South African Nursing Council as a Professional Nurse (2023 SANC receipt) a minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Experience and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decision. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to

<u>DUTIES</u>	: comply with time frames. High level of accuracy. Depth knowledge of Acts, procedures, prescripts and legislation. : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. To execute Professional Nursing Duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties within the prescripts of all applicable legislation. To assist the Operational Manager in charge of the Theatre with the overall management and the necessary support for the effective functioning of the Theatre. Develop competencies in scrub, circulating, recovery room and set room duties. Safe environment to achieve desired outcome of surgical interventions. Work collaboratively with Surgeons and Anesthetists to meet patient needs during theatre procedures and ensure responsibility for patient care. Ensure safe environment for patients by assisting junior nursing staff members through teaching and supervising. Plan, provide and supervise nursing activities in the different allocated specialty. Ensure fiscal control of materials, supplies and equipment. Provision of efficient floor nurses duties. Manage/ co-ordinate the smooth functioning of the instrument room.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs GN Nkosi Tel No: 034 331 3011 : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
<u>NOTE</u>	: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African 2nd Male Indian 3rd Female Indian
<u>CLOSING DATE</u>	: 31 May 2023
<u>POST 16/284</u>	: <u>ASSISTANT DIRECTOR: HRM REF NO: MOS/AD: HRM/01/2023 (X1 POST)</u>
<u>SALARY</u>	: R424 104 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	: Mosvold District Hospital : Senior certificate STD 10/ Grade 12. A Bachelor of Degree/ National Diploma in Human Resource Management/ Public Management/ Public Administration. At least 3-5 years appropriate experience at Supervisor level. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) {Only when shortlisted}. Recommendation: A valid EB (8) Driver's License. Computer literacy: Ms software application. PERSAL Certificates. Knowledge, Skills, Training and Competencies Required: 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 knowledge and understanding Of Employee Performance Management and Development System, Labour Relations Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.

DUTIES

: Manage all human resource components i.e. HR Practices, HR Planning and Development, staff Relations and Employee Health & Wellness for the hospital in order to ensure that high quality of service is being provided. Promote sound Employer-Employee Relationship and minimize conflict within the institution. Develop and implement effective human resource policies within the guidelines set by the Provincial Department of Health. Ensure proper compilation of Workplace Skills Plan. Ensure proper implementation of EPMDS within the Hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Acts. Ensure that EAP programmes are in place and Attend to all staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the hospital and ensure that plans are put into actions. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal hospital concept and National Core Standard. Ensure functionality of HR Committees e.g. IMLC etc.

**ENQUIRIES
APPLICATIONS**

: Dr B. Mung'omba - Chief Executive Officer Tel No: 035 591 0122 EXT 104
: Should be forwarded to: The Chief Executive Officer, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

**FOR ATTENTION
NOTE**

: Dr B. Mung'omba
: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

CLOSING DATE

: 26 May 2023

POST 16/285

: **SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: UMKH 07/2023**
Component: Human Resource Administration

SALARY

: R359 517 per annum. Other Benefits: 13th Cheque, Medical Aid (optional) & Housing Allowance (employee must prescribed requirements)

**CENTRE
REQUIREMENTS**

: District Office
: Senior Certificate (Grade 12), Degree/ National Diploma in Human Resource Management / Public Management. Plus Three to Five (3-5) years experience in Labour Relations Component. A valid driver's licence. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Assistant Director: Human Resource Management and will be responsible to report on activities to ensure effective and efficient production of reliable information on the Labour Relations Management of the Department and as such the ideal candidate must have: Knowledge of Public Service Policies Act

and Regulations. Sound knowledge of Staff Relation. Sound knowledge of PERSAL. Ability to liaise with management. Investigating and presiding skills. Sound Communication and interpersonal Skills, analytical and decision making and presentation skills. Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Good knowledge and understanding Of Employee Performance Management and Development System, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Ability to work under pressure, as team to meet deadline.

DUTIES : Manage the functioning of staff relation in order to ensure the provision of high quality services. Maintain and promote sound Staff Relation within the institution and ensure adherence to Labour Relations ACT, BCEA and other relative prescripts. Deals with grievance, discipline and misconduct cases in terms of laid down policies and procedures. Participate in the development of Staff relations Strategies and policies. Prepare reports for management of Staff relations issues. Identify training gaps and ensure the implementation of in-service training programmes. Promote orderly collective on disciplinary enquiries. Monitor the implementation and adherence to Labour Relations policies. Provide efficient conflict management support. Collect statistics in respect of labour related issues. Implement and monitor policies.

ENQUIRIES : Mrs. N.W. Mdhuli Tel No: 035-572 1328/90
APPLICATIONS : must be forwarded to: The Director: District Health office, UMkhanyakude Health District Office, P/ Bag X 026, Jozini, 3969

FOR ATTENTION : Mrs.N.W. Mdhuli: DD: HRMS
NOTE : The following documents must be submitted: 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. NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service and service record) must be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number UMKH 13/2022. NB: Failure to comply with above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course. 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. NB: Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

CLOSING DATE : 26 May 2023

POST 16/286 : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: ITSH 14/2023 (X1 POST)**

SALARY : R359 517 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE : Itshelejuba Hospital
REQUIREMENTS : Matric/Senior Certificate or equivalent qualification, National Diploma in Public Management/Administration, 3 -5 years' experience in Systems Management component, Valid Driver Licence. Recommendations: Computer literacy: Ms Software application certificate Knowledge, Skills, Training and Competencies Required: Decision making, problem solving skills, Knowledge of Public Finance Management Act and Treasury Regulations, Good communication skills-verbal and written, Co-ordination and liaison skills, Project Management skills.

DUTIES : Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital, Ensure the proper allocation and utilisation of transport within the institution, Supervise the provisioning of all hotel services provided by private companies to ensure

compliance with service level agreement, Ensure that safety program requirements are adhered to by all staff, Ensure proper implementation of National Core Standards within the institution, Ensure compliance with all statutory regulations and by laws ,Conduct risk and security analysis to inform the development of institutional risk management plan ,Conduct orientation and induction of newly appointed staff, Ensure that an effective, up to date disaster and major incident management plan is maintained, Supervise staff under systems component and ensure compliance with EPMDS Policy.

**ENQUIRIES
APPLICATIONS**

: Ms.KM Hadebe Tel No: 034 413 4000
: All applications must be addressed to Itshelejuba Hospital, Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

NOTE

: Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions).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. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on Z83 e.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post. Those who previously applied are encouraged to re apply 26 May 2023

CLOSING DATE

:

POST 16/287

:

CLINICAL TECHNOLOGIST GRADE 1, 2, 3 REF NO: NGWE 68/2023

SALARY

:

Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE

:

REQUIREMENTS

:

Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Cardiology). **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified

- employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities Sound knowledge of echocardiology. Knowledge of general medical equipment. Good verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently.
- DUTIES** : Render quality echocardiology services to patients. Perform stress ECG's, carotid Doppler and holter monitoring. Perform any other duties relevant to the work situation which may be allocated by the Supervisor. Provide relief duties as and when required and 24 hour coverage for emergencies. Participate in the teaching programme for all personnel within the department. Maintain accurate records and statistics of patients attended to.
- ENQUIRIES APPLICATIONS** : Dr. RS Moeketsi Tel No: 035 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu
: 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. 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.
- CLOSING DATE** : 31 March 2023
- POST 16/288** : **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT OFFICER) REF NO: CBH09/2023**
- SALARY** : R359 517 - R420 402 per annum. Other Benefits: 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)
- CENTRE REQUIREMENTS** : Catherine Booth Hospital
: Standard 10, Senior certificate or Grade12. Degree/ National Diploma in Environmental Health. Current registration with HPCSA as an Environmental Health Practitioner (2023). 1 year relevant experience after registration with the HPCSA as an Environmental Health Practitioner in respect of foreign qualified employees. Valid Driver's License. In depth knowledge of prescripts governing the public service. Knowledge of Health Care Risk Waste management. Knowledge of SANC Rules and Regulations. Knowledge of legislative Framework and Departmental prescripts. Leadership. Organizational decision making. Problem solving interpersonal skills. Basic financial management skills. Knowledge of Human Resource Management.

DUTIES : Manage healthcare waste (including its budget) for Catherine Booth Hospital and attached clinics monitor the availability of required Resources. Establish and coordinate all activities of an institutional Waste Management Committee, including implementing committee Resolutions and liaise with Institutional Management and District Office on all such activities. Conduct institutional audit and participate on District Audits. Ensure implementation of all waste management principles, policies, legislation and standards. Enforce compliance to waste segregation, containerization, storage and transportation. Develop and ensure the implementation of institutional waste management plan, monitor and evaluate its implementation. Oversee and train all staff involved in waste management activities. Manage external collectors. Conduct weekly, monthly random hygiene inspections.

ENQUIRIES APPLICATIONS : Mr. E. Kleinhans Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801

NOTE : Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

CLOSING DATE : 26 May 2023

POST 16/289 : **HEALTH AND SAFETY OFFICER REF NO: CBH10/2023**

SALARY R359 517 - R420 402 per annum. Other Benefits: 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE REQUIREMENTS : Catherine Booth Hospital
: Standard 10, Senior certificate or Grade12. Degree /National Diploma in Health and Safety Management.3-5 years appropriate experience in Safety Management. Valid driver's license. Verification of employment from current/former Employer, endorsed, date stamped and must be signed by HR Department Official (not older than 3 months). Legislation pertaining to Occupational Health and Safety Identification, control elimination and monitoring of hazards. Health education and administration of the service. Computer literacy. Accident investigation skills. Disaster management skills. Training skills. Report writing skills. Change management skills.

DUTIES : Ensure quality management procedures are in place for safety by developing quality improvement plans as well as Health and Safety policies and procedure tool and manuals. Ensure quality audits functions are carried out for the institution. Ensure safety statistics are analysed, interpreted, reported and captured. To participate in designing and rolling out of health and safety training programs, orientation and induction and ensure that safety committees and safety representatives are in place. Ensure the delegated management and administrative functional are carried out correctly and timely in order for health and safety to function in the institution. To investigate all types of accidents, compile reports related to accidents and to design tools to prevent future accidents. Attend to disaster management committee, building site meeting and other relevant meetings. Ensure compliance on OHS Act.

ENQUIRIES APPLICATIONS : Mr. E. Kleinhans Tel No: (035) 474 8407/8/9
: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801

NOTE : Preference will be given to African Male The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out.

CLOSING DATE : 26 May 2023

POST 16/290 : **PUBLIC RELATIONS OFFICER REF NO: NMH/PRO/2023 (X1 POST)**

SALARY : R359 517 - R420 402 per annum. Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

REQUIREMENTS : Senior Certificate or Equivalent Qualification plus National Diploma/Degree in Public Relations Management/communication (NQF Level 6) 2 years recognizable experience in Public Relations environment. Recommendations: Driver's License (unendorsed) Computer Literacy: Microsoft Office Software Applications Knowledge, Skills, Training and Competencies Required Excellent Communication skills both orally and written. Excellent Interpersonal Relations Skills Computer Skills. Presentation Skills. Problem Solving Skills. Planning and decision-making Skills. Ability to plan and prioritize Effectively and Accordingly. Awareness of Media different agendas. Initiative and Creativity Skills. Diversity Management Skills. Honesty and Integrity. Client orientation and Customer Focus.

DUTIES : Ensure effective management of information internal and external communication within Niemeyer Memorial Hospital. Participate in quality assurance programmes for publications purposes as per Departmental requirement in line with health calendar activity. Assist with coordination of facility events and promotes patients right. Uphold corporate image of the institution. Ensure the implementation of Departmental media policy and Batho Pele principles within the institution. Monitor adherence in the proper management of patient's complaints, compliments and suggests. Strengthen relations links between the facilities, internal and external stakeholders.

ENQUIRIES : Dr SB Nkosi Tel No: 034-331 3011

APPLICATIONS : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.

NOTE : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an

equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African, 2nd Male Indian, 3rd Female Indian

- CLOSING DATE** : 31 May 2023
- POST 16/291** : **SUPPLY MANAGEMENT OFFICER (ASSET) REF NO: SAH 21/2023**
- SALARY** : R294 321 per annum (Level 07). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : ST Andrews Hospital: Supply Chain Management (Asset)
Senior Certificate Plus. A minimum of 3 to 5 years' experience in Asset department. Computer literacy in Ms Word, Ms Excel, Ms Powerpoint and Ms Outlook. Recommendation: A valid driver's license. Knowledge Skills Training and Competence Required: Sound knowledge in development and implementation of policies and procedures pertaining to asset division. Sound knowledge and understanding of Public Finance Management Act, Treasury Practice note, Accounting Practice, Supply Chain Management Act and assessment policies. Good verbal and written communication skills. Ability to plan, prioritise and execute duties in order of importance. Ability to meet deadlines. Strong leadership, interpersonal, relationship, problem solving and decision making skills. Skills in management of discipline and grievance procedure. Numeracy skills and high level of accuracy.
- DUTIES** : Management of Asset Control. Ensure compliance to institution and department rules, regulations and policies. Management supervision of staff in Asset department. Monitor, train and develop staff under your supervision. Implement, monitor and evaluate staff performance in Asset department. Monitor asset register for the institution and attached Clinics. Control the movement of assets for the institution and Clinics. Report loss and damage of state property to the Finance Manager. Participate in the Hospital Equipment acquisition committee. Participate in Policy formation and quality improvement in Asset department. Ensure that monthly and quarterly stock taking is conducted and reports are compiled and submitted to Head Office.
- ENQUIRIES APPLICATIONS** : Mr NI Mdingi Tel No: 039-433 1955 EXT 223
Should be forwarded: The Chief Executive Officer, St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION NOTE** : Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 26 May 2023

POST 16/292 : **SUPPLY MANAGEMENT OFFICER (ACQUISITION, LOGISTICS AND DEMAND) REF NO: SAH 04/2023**
Re-Advertisement

SALARY : R294 321 per annum (Level 07). Other Benefits: 13th cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital: Supply Chain
Senior Certificate PLUS. A minimum of 3 to 5 years' experience in Supply Chain Management environment. Recommendation: A valid driver's license. Knowledge Skills Training and Competence required: Sound knowledge of prescripts, policies and procedures governing Finance and Supply Chain Management. Interpersonal and problem solving skills. Good organization and planning skills and ability to make independent decision. Ability to plan, organize, build team spirit and meet deadlines. Ability to apply technical professional knowledge and skills. Knowledge of MS Office Software Applications.

DUTIES : Provide demand management support service for the institution and clinics under the jurisdiction of the institution. Provide acquisition management support service for the institution and clinics under the jurisdiction of the institution. Provide inventory and logistics management support service. Provide clerical support service to Finance and SCM committees. Assist with drafting clear specifications in order to obtain quality goods and services required. Conduct internal audit risk assessment, identify gaps, draft and implement remedial actions. Attend to Auditor General audit queries, compile and implement Audit Improvement Plan action plans. Render contract management clerical support service. Manage and monitor stock on RIDV template. Ensure effective, efficient and economical management of resources allocated to the unit. Supervise, train and develop staff in line with EPMSD and segregation of duties. Ensure compliance with the Departmental SCM Policy Framework, Treasury regulations and Practice Notes. Compile and submit monthly and quarterly SCM reports.

ENQUIRIES APPLICATIONS : Mr NI Mdingi Tel No: 039-433 1955 EXT 223
Should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding, 4680.

FOR ATTENTION NOTE : Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 26 May 2023

POST 16/293 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: NMH/SCM/2023 (X1 POST)**

SALARY : R294 321 – R334 194 per annum. Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

- REQUIREMENTS** : Standard 10 or Grade 12, 3-5 years' experience in supply chain management component, Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training And Competencies Required: Ability to adhere to policies and practices well, Ability to keep abreast of work related developments, Knowledge of and understanding of the operational framework and the lineage thereof with the financial system of the department, Ability to apply technical professional knowledge and skills in immediate work area, Treasury regulations and practice notes, Management and organizational skills, Sound communication, Knowledge of current health and public service legislation regulations and policies, Computer literacy, Planning organizing decision making and conflict management skills, Decision making and problem solving.
- DUTIES** : Supervise acquisition management, logistic management, contract demand management and other SCM delegates to supervise. Ensure that quotations are evaluated and awarded as per KZN – DOH SCM process. Compile all SCM reports and ensure that it is submitted on time ensure compliance with department Norms and standards. Ensure that all documents received for order issuing are verified in term of correctness and compliance. Ensure that payments are done with 30 w/monitor SCM registers. Rotate to all SCM section. Monitor staff performance through EPMDs. Verify all received goods for quality and quantity against ordering document and make a follow up if the delivery conditions reflected on the order form are not complied with Maintain a proper record of all inventory items of the hospital (RIVD template). Ensure that stocktaking is conducted on quarterly basics. Ensure that bidding document with adequate information for prospective bidder are in line with SCM prescript and policies. Ensure that proper contract document is signed. Establish database of suppliers when obtaining quotations. Provide need assessment to ensure that required goods and services are in compliance with departmental SCM policy framework, practice notes and Treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously and efficiently to suggestions and complaints.
- ENQUIRIES APPLICATIONS** : Mr. NR Mtshali Tel No: 034-331 3011
- NOTE** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980. Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African, 2nd Male Indian, 3rd Female Indian
- CLOSING DATE** : 31 May 2023

POST 16/294 : **FINANCE CLERK SUPERVISOR REF NO: AMAJ10/2023**
Component: Finance

SALARY : R294 321 – R343 815 per annum (Level 07). Other Benefits Medical Aid Optional, Home Allowance – Employee must meet prescribed requirements and 13TH Cheque

CENTRE REQUIREMENTS : Amajuba Health District Office
Valid Grade 12 / Senior Certificate, Computer. Certificate (MS Word, Excel Presentation and Outlook). Minimum of 3 – 5 years Finance Clerk experience in finance environment. Recommendations Degree / National Diploma in Finance, Cost and Management accounting, Statistics, Business Management with Accounting as a major subject. Driver's license Code EB Knowledge, Skills, Behavioural Attributes and Competencies Required Knowledge and understanding of Public Management service, Treasure Regulations, Supply Chain Management and policies. Sound management, negotiation, interpersonal and problem solving skills. Expect knowledge and understating of operational framework and linkage thereof within the financial system of the department. Good verbal and communication skills. Supervisory, communication and interpersonal skills. Ability to work under pressure. Ability to prioritize issues and comply with time frames.

DUTIES : Provide effective and efficient Budget Expenditure Management with the institution. Monitor Expenditure performance and prepare Cash Flow projections. Ensure timeous submissions of monthly, quarterly and year monitoring report. Ensure payment of supplies within 30 days. Authorize expenditure on BAS. Draw report on BAS, analysis and interpretation of expenditure report and provide variances reasons. Link and interpret financial and non-financial performance for institution. Collate CEO Management pack reports from various units and prepare accurate report for Assistant Director Finance. Authorize journals for misallocated expenditure. Develop and implement register for payment and other related correspondences. Clear suspense account and maintain Debt Files.

ENQUIRIES APPLICATIONS : Mrs. S.Y. Masango Tel No: 034 328 7000
All applications should be forwarded to: Mr. P.B. Sangweni: KZN Department of Health, Amajuba Health District Office, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION NOTE : Mrs. S.Y. Masango
Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. African Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male, and people with disability may feel free to apply.

CLOSING DATE : 26 May 2023

POST 16/295 : **HUMAN RESOURCE OFFICER-SUPERVISOR REF NO: NMH/HROS/2023**

SALARY : R294 321 – R334 194 per annum. Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

- REQUIREMENTS** : Standard 10 or Grade 12. 3-5 years' experience in Human Resource Practices Previous and current work experience /certificate of Service endorsed by your Human resource department. Recommendations: PERSAL Certificates Valid driver's licence code 8/10. Knowledge, Skills, Training and Competencies Require Know of Public Service prescripts and Human Resource Management policies. Broad knowledge of PERSAL system. Knowledge of computer software i.e. MS word, Excel, power point, outlook etc. Ability to maintain high level of confidentiality. Sound management, negotiation, interpersonal, communication (written and verbal) problem-solving and supervisory skills. In depth knowledge of Human Resource practices and labour relations. Ability to draw and analyse PERSAL reports. Strong leadership ability. Interpersonal skills. Decision making and problem solving.
- DUTIES** : Manage day by day functioning of Human Resource Practices. Ensure that the employment practices i.e. selection recruitment and appointment verification of qualifications, transfer are in accordance with the laid down policies and procedures. Supervise the processing of payment payoff exit benefits for staff exiting the public service. Ensure that the payment of all fridge benefits and allowances is done accurately. Formulate internal policies and procedure. Check, approve PERSAL transactions according to delegations. Manage and maintain staff records on leave PILLAR housing, injury on duty and related matters. Management of overtime and commuted overtime. Prepare reports on human resource administration issues and statistics. Allocate and quality of work. Assess staff performance and apply discipline. Exercise direct control and supervision of staff. Orientate and train newly appointed staff and in-service staff on HR matters.
- ENQUIRIES** : Mr. NA Mange Tel No: 034-331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African, 2nd Male Indian, 3rd Female Indian
- CLOSING DATE** : 31 May 2023
- POST 16/296** : **FINANCE MANAGEMENT OFFICER (BUDGET & EXPENDITURE REF NO: NMH/FMO/2023)**
- SALARY** : R294 321 – R334 194 per annum. Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: (T & C) Employee must meet prescribed requirements.
- CENTRE** : Niemeyer Memorial Hospital
- REQUIREMENTS** : Grade 12/ STD 10/ Matric Certificate plus: National Diploma/ Degree in B com/ Finance Management Cost and Management Accounting, Taxation, Financial Administration and Auditing.3 to 5 years' experience in Finance Management component (Budget & Expenditure). Recommendations Valid driver's license code 8/10. Knowledge, Skills, Training and Competencies Required:

		Knowledge and understanding of Public Finance Management service, Treasure Regulations, Supply Chain Management, HR prescripts and Policies. Expert knowledge and understanding of operational framework and linkage thereof within the financial system of the Department. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and communication skills. In-depth knowledge of the basic Accounting System and PERSAL. Ability to deal with all levels of staff organising, planning, problem solving and team building skills. Supervisory, communication and interpersonal skills. Ability to work under pressure and meet required deadlines. Ability to prioritize issues and comply with time frames.
<u>DUTIES</u>	:	Authorize commitments, payments, debts and Journals on BAS. Allocate budget to NSI's stock replenishment, HR related items and travelling and booking for accommodation. Ensure that payments are processed within 30 days of receipt of invoice. Draw expenditure reports and analyse expenditure trends within the hospital responsibility. Implement sound financial management controls to ensure that the hospital remains within its cash flow budget. Monitor and access finance staff performance as per EPMDS requirements. Participate and make inputs in budget meetings. Monitor spending trend and institute corrective measures e.g. journaling process and virements. Clear suspense account and maintain debts files. Provide effective and efficient budget expenditure management with the institution. Draw report on BAS, analysis and interpretation of expenditure report and provide variances reasons. Consolidate monthly and quarterly and annual financial reports and CEO packs. Develop and implement register for payment and other related correspondences. Develop and implement register for payment and other related correspondences. Identify risk and institute control measures to minimize financial risk in all departments. Prepare and submit the monthly payment vouchers to Head Office Voucher control. Training, develop and monitor staff in order to improve service delivery. Carry-out all responsibilities delegated by AD: Finance.
<u>ENQUIRIES</u>	:	Mr. NR Mtshali Tel No: 034-331 3011
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
<u>NOTE</u>	:	Note: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African, 2nd Male Indian, 3rd Female Indian.
<u>CLOSING DATE</u>	:	31 May 2023
<u>POST 16/297</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: NMH/ACS/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 - R334 194 per annum (Level 07). Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional)Homeowners Allowance: Employee must meet prescribed requirements.
<u>CENTRE</u>	:	Niemeyer Memorial Hospital

- REQUIREMENTS** : Standard 10 or Grade 12, 3-5 years' experience in administration of health facility Previous and current work experience /certificate of Service endorsed by your Human resource department. Recommendations Certificate in Records Management. Valid driver's licence code 8/10 Knowledge, Skills, Training and Competencies Required Knowledge of systems. Good communication skills. Ability to keep abreast of work related developments. Management and organizational skills Sound communication. Knowledge of current health and public service legislation regulations and policies. Computer literacy. Planning organizing decision making and conflict management skills. Decision making and problem solving.
- DUTIES** : Supervise entire patient records administration and registry services. Monitor and ensure process of admissions & discharge of patients. Monitor and manage receipt of cash to patients. Handling of request by 3rd party in terms of PAIA. Maintain patients records, deal with injury on duty cases (IOD'S) and files. Ensure that all aspects of record keeping and proper filing adhere to relevant policies and standard operating procedures. Handling of motor vehicle's accidents cases (MVA's). Deal with disposal of patient records. Provide mechanisms for the safe and efficient maintenance of patient's medical records and other relevant records as per record management prescripts. Ensure that labelling outside the steel filling cabinets is implemented. Ensure that classification system, file plan and records control schedule are available in patient administration. Develop, implement and monitor measures aimed at reducing patient waiting time in patient administration. Receive investigate and resolve all complaints promptly and efficiently and provide feedback to the necessary role players.
- ENQUIRIES** : Mr. NB Jiyane Tel No: 034-331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
- NOTE** : Note: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. 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. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. 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. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target: 1st Male African 2nd Male Indian 3rd Female Indian
- CLOSING DATE** : 31 May 2023
- POST 16/298** : **HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING) REF NO: EGUM 19/2023 (X1 POST)**
- SALARY** : R294 321 per annum (Level 07), Plus 13th cheque/service bonus plus, Homeowners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Matric/Senior Certificate or Grade 12 certificate, plus National Diploma in Human Resource Management /Public Management (NQF Level 6). Three (3) to Five (5) years' experience in Human Resource Development. Computer Literacy certificate (MS Office Software. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the

attachments /proof will be submitted by shortlisted candidates only. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. In depth knowledge of all relevant legislations, prescripts and white paper in Human Resource Management. Adequate communication (Verbally and Written) interpersonal and problem solving skills. Ability to maintain high level of confidentiality. Ability to plan and prioritize in the execution of daily tasks. Sound Knowledge of legislation, policies and procedures. Knowledge of PERSAL. Computer literacy, MS Software applications.

DUTIES

: Develop, implement and evaluate Human Resource Plan, Employment Equity Plan and Workplace Skills plan. Coordinate and monitor the implementation of the Human resource Development Strategies (HRD) and projects in the Hospital: Internship, Bursaries, Workplace integrated learning, Learner ship. Conduct training and manage training needs analysis. Manage the functioning of HRD and Planning component in the institution in order to ensure the provisions of high quality services. Develop and maintain a database for HRD training programmes. Compile in-service Training Plan for the entire Hospital and monitor implementation. Develop and maintain Database for Grade progression. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes. Manage and Monitor the implementation of EPMDS for all staff in the institution. Coordinate & facilitate in the Orientation and Induction of employees. Coordinate and monitor the development Employment Equity Plan &HR Plan. Prepare and submit monthly, quarterly and annual training reports. Facilitate the logistics for institution Health Education Training and Development Committee meetings (IHETDC) other meeting pertaining to the scope of work.

ENQUIRIES

: Mrs. O. Mbangatha Tel No: 039 - 797 8100

APPLICATIONS

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

**FOR ATTENTION
NOTE**

: Human Resource Department

: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). . Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, NO S&T will be paid to candidates when attending the interviews

CLOSING DATE

: 26 May 2023 @ 16H00 afternoon

POST 16/299 : **HUMAN RESOURCE PRACTITIONER (STAFF RELATIONS) REF NO: RCH 22/04/2023 (X1 POST)**

SALARY : R294 321 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)

CENTRE REQUIREMENTS : Richmond Hospital

REQUIREMENTS : Grade 12/Standard 10 Certificate. An appropriate Degree/National Diploma in Human Science/National Diploma in Human Resource Management/National Diploma in Public Management. 1-2 years' experience in Staff/ Labour Relations Component. Recommendation: A Valid code EB Driver license. PERSAL Certificate. Knowledge, Skills and Competencies Required For The Post: Knowledge of PALS and other patient admin computer programs, knowledge of discipline and grievance procedure, knowledge of legislation policies and procedures pertaining revenue and patient administration, Computer literacy, supervisory / managing abilities finance and accounting skills. Broad knowledge and understanding of Human Resource Management Legislation i.e. Labour Relations Act, Basic Conditions of Employment Act, Grievance and Disciplinary Procedure ETC. Investigation and Presiding Skills.

DUTIES : Manage the functioning of staff Relations Section in order to ensure the provision of high quality service. Promote and maintain sound staff relations within the institution and ensure adherence to Labour Relations Act, Basic Condition of Employment Act and other related legislative prescript. Attend to all grievance, Disciplinary and misconduct cases in terms of laid down policies and procedures. Prepare reports for Staff Relations issues. Promote orderly collective bargaining within the institution. Investigate and preside when need arises. Collect and analyze statistic in respect of Labour Related matters. Provide efficient conflict management resolution. Approval of transaction on PERSAL. Manage the development, motivation and utilization of human resources for the discipline to ensure component 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 policies, SOP and procedures.

ENQUIRES APPLICATIONS : Mr. SE Ndlela Tel No: (033)-212 2170
: All applications to be posted to: The Acting Chief Executive Officer, Richmond Hospital Private Bag X 133, Richmond, 3780.

FOR ATTENTION NOTE : Mr. SE Ndlela
: The applicants must include only completed and signed new Z83, Obtained 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 Documents, Senior Certificate, and the highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.

CLOSING DATE : 26 May 2023

POST 16/300 : **ARTISAN PRODUCTION GRADE A (MECHANICAL FITTER) MAINTENANCE REF NO: CBH12/2023**

SALARY : R220 533 - R244 737 per annum. Other Benefits: 13th cheque, Medical aid (optional) and home owners' allowance (employee must meet a prescribed requirements)

CENTRE REQUIREMENTS : Catherine Booth Hospital
: Grade10/ Standard 8/ N2, Trade test certificate under Manpower Act 8, 1981 as a Mechanical Fitter. Valid Driver's Licence. Minimum of 3 Years' experience in Artisan environment. Knowledge of Occupational Act and Safety Acts, Knowledge of oxygen, distribution and plant in a Hospital. Mechanical plan, ventilation etc. Team work, creativity and self-management skills. Problem solving to all Mechanical plant.

DUTIES : Regular checks and visual inspections to air handling units, kitchen and mortuary cooling units, autoclaves, calorifier pressure vessels, gas banks/gas manifolds, oxygen generation plant, laundry and kitchen equipment, Repairs to any broken and condemnation of equipment, Testing of oxygen plant, and changing and record keeping of oxygen gas cylinders, Keep and monitor service intervals of all plants and equipment, Maintain and keep service record for future references

ENQUIRIES : Mr. A. Kruger Tel No: (035) 474 8407/8/9

APPLICATIONS : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area next to Mehlwana Primary School, UMLalazi Municipality Ward15, Amatikulu, 3801

NOTE : The following documents must be submitted: Application for employment form (new version Z83 form), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za and a comprehensive CV indicating three reference persons: Names and contact numbers, Therefore only shortlisted candidates for a post will be required to submit certified copies of qualification/s and other relevant documents on or before the day of the interview following communication from HR, A Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male

CLOSING DATE : 26 May 2023

POST 16/301 : **FORENSIC PATHOLOGY OFFICER REF NO: UGU 05/2023 (X2 POSTS)**
Component: Park Rynie Medico-Legal Mortuary

SALARY : R196 536 per annum

CENTRE : UGU Health District Office

REQUIREMENTS : Grade 12, Code 08 valid driver's license. Knowledge: Knowledge of Mortuary administrative processes and policies, Knowledge of Medico-legal protocols and prescripts, Knowledge of criminal justice system, Knowledge of waste management policy, Knowledge of infection control protocols and OHS, Knowledge of cleaning materials and use of cleaning equipment.

DUTIES : To provide an efficient and effective administrative autopsy service - Preparation of relevant documentation required during autopsy process. Identification of body to doctor. Taking of verbatim notes as dictated by the doctor. Fingerprinting of deceased for identification. Photographing (including downloading of images into relevant database) for identification and record keeping. Collection of exhibits and samples/specimens under direct supervision of medical practitioner. Documentation and appropriate safe keeping and handover to SAPS of all exhibits and specimens to maintain chain of evidence. Maintain chain of evidence register. Assist families with identification process. To provide an effective transportation service in the collection and off-loading of bodies from crime scene to the mortuary - Collection and transportation of bodies between accident scene and medico legal mortuary including loading and off-loading of bodies. Ensure completion of all relevant documentation necessary in the collection and transportation process. Admission of bodies into medico-legal mortuary in accordance with prescripts. To maintain a technical autopsy service - Perform reconstruction of bodies under direction/instruction/supervision of the Medical Officer in charge of the case/s. Movement and weighing of bodies. Ensure washing, shrouding and labelling of bodies post examination and ensuring area of work is maintained in a clean and hygienic condition. Handle and safe guard property of deceased and disposal of property to next-of-kin in the prescribed manner. To perform all administrative duties including registry, fleet, assets and stock control activities - Typing of all post mortem reports and any other subsequent documentation generated as a result of the post mortem examination. Communication and making necessary arrangements with relevant role players in preparation of post mortem examination as per medical officer's instructions. Maintain an effective and efficient filing system for all post mortem related documentation and to ensure safe custody thereof. Develop and maintain a database of all information pertaining to the autopsy service and the timely provision of monthly summary statistics to relevant stakeholders. Stock control including early warning arrangements. Reception and switchboard duties. Liaison with next-of-kin, funeral parlours, municipalities, hospitals and SAPS to arrange burials, cremations and pauper burials of unclaimed bodies. Liaison with court, negotiate court attendance by medical officers and other medico mortuary staff.

ENQUIRIES : Mr.BO Magubane Tel No: (039) 682 6296
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 only when they are shortlisted.

CLOSING DATE : 29 May 2023

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag X54367, Durban, 4000, or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.

FOR ATTENTION : Mr. SD Mthethwa
CLOSING DATE : 26 May 2023.
NOTE : Applications must be submitted on the New prescribed applications form signed Z83 (which must be originally signed and must be completed in full), accompanied by a detailed CV. Relevant qualification, Identity document and a valid South African driver's license (where necessary) will be required on or before the date of the interview from shortlisted candidates. Failure to comply with these instructions will lead to applications being disqualified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s). Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

OTHER POST

POST 16/302 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DD LR 01/2023**
 Chief Directorate: Human Capital Management
 Directorate: Human Resources Management

SALARY : R811 560 per annum, (MMS package)
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor's Degree in Labour Law / Relations / Human Resources Management or related qualification coupled with a minimum of 3 years junior management experience in Labour Relations environment. Computer literacy. A valid driver's license. Knowledge, Skills and Competencies: Knowledge and understanding of the Public Service Legal Framework, Public Service Regulations, Labour Relations, Government Policies and Procedures; Public Service act; PFMA;

National and Provincial prescripts; HR best practices and HR systems; Mediation and Coordination; Labour Relations Concepts, Theories, Prescripts and Legislation; Good management skills; Financial Management Skills; Project Management Skills; Facilitation Skills; Communication Skills; Problem Solving Skills; Decision Making Skills; Innovative thinking; Negotiation Skills; Presentation Skills; Investigation Skills; Dynamic person; Self- motivated; Flexible and innovative; Good motivator; Self oriented.

DUTIES

: The successful candidate will perform the following Key Performance Areas: Effectively manage and coordinate the handling of Grievances, Disputes, Misconduct and Disciplinary Matters; Manage the Provisioning of Labour Relations Systems and Support; Facilitate Capacity Building Programmes in the Labour Relations Field; Facilitate the Handling of Appeals; Facilitate Employee Relations services in the Department; Research, develop and implement the Labour Relations policies; Ensure sound business planning, personnel, budget and management of Human and Labour Relations.

ENQUIRIES

: Ms. N Mungwe Tel No: 031 336 5440.

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

- APPLICATIONS** : Applications must be forwarded for attention: Director: Human Resource Management, 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** : 26 May 2023 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 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, C and 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? 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?". If yes (provide detail)". 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 Z83 application form for employment, 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 with Yes or No as provided on the Z83 application form, however if it is not applicable to the applicant, it is acceptable to indicate N/A. A specific reference number indicated on the post applied for must be quoted in the Column "Reference Number" on Z83 application form. 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. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. 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. Successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. 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 successful candidate will be required to disclose his/her financial interests in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above-mentioned 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 the Office 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, subsection 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: This advert will also be posted on the following websites www.limpopo.gov.za.

MANAGEMENT ECHELON

POST 16/303 : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: OTP: 04 / 23 / 01 (X1 POST)**
Branch: Corporate Management

SALARY CENTRE REQUIREMENTS : R1 590 747 – R1 791 978 per annum (Level 15), (all-inclusive package)
: Polokwane
: An undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) as recognized by the South African Qualification Authority (SAQA). Eight to ten (8-10) years' experience at (SMS) 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 effective administration support services: Provide Human Resources Management; Provide Human Resource Development, Performance Management Development Services, Employee Relations and Wellness Programmes; Manage Records and facilities; Provide Departmental Information and Communication Technology Services; and manage and facilitates ethics. Manage and coordinate the implementation of Strategic Management Support services: manage and provide administrative support services to the Director General; manage and facilitate the provision of organisational risks, security and integrity management services; manage and coordinate the implementation of strategic management services; oversee the development of an effective short, medium and long term operating strategy for the programme; oversee the development, delivery and achievement of the business plans and budget for the programme; the development of management effectiveness and leadership strategy; Align the plans to meet business needs, achieving stipulated objectives; oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation; and to provide strategic support to the Director General. Provide and manage Protocol and Events Management services: ensure that events are well managed; oversee the management the Official Order of Precedence; coordinate and manage international visits; oversee the management of corporate gifts and flag bank; and ensure training is conducted. Manage and facilitate the provision of Labour Relations services: Ensure that the implementation of grievance rules, disciplinary code and procedure, Dispute Resolution Procedure Councils and Chambers Resolutions in the office are coordinated and evaluated; ensure that grievances, misconduct cases, dispute resolution and capacity building in the Office of the Premier are handled and facilitated; monitor and evaluate the implementation of collective agreements in the Office; monitor the coordination of Public Service Industrial action; and oversee the provision of departmental training on all labour relations matters.

ENQUIRIES : Should be directed to Mesdames: Mokgalaka S/ Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 - 287 6665 / 6349 / 6027 / 6293 / 6588 respectively.

POST 16/304 : **CHIEF FINANCIAL OFFICER: FINANCIAL MANAGEMENT REF NO: OTP: 04 / 23 / 02 (X1 POST)**
Chief Directorate: Financial Management

SALARY CENTRE REQUIREMENTS : R1 308 051 – R1 563 948 per annum (Level 14), (all-inclusive package)
: Polokwane
: An undergraduate qualification (NQF level 7) in Finance / Accounting as recognized by the South African Qualification Authority (SAQA). A minimum of

five (05) years' experience at (SMS) 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 strategic direction to the Chief Directorate: establish strategic direction of the component to ensure alignment with the departmental business plan or strategic plans; ensure development, maintenance and implementation of the Chief Director directorate business plan; ensure that an operational plan within the directorate is aligned to the business plan and strategic plan of the department; ensure that strategic frameworks in the area of functional responsibility are adhered to; and ensure the performance of the directorates is managed through applicable performance instruments. Ensure the provision of internal control and compliance services: ensure the coordination of assurance activities and governance structures; provide advice and support in relation to Auditor General and Scopa recommendations and comments; ensure management of unwanted expenditures; ensure the compliance plan is implemented; and ensure adherence to internal control guidelines. Ensure the provision of financial administration and accounting services: ensure the management of revenue and debt in line with the PFMA and Treasury Regulations; ensure the management of the budget in line with the PFMA and Treasury Regulations; ensure the management of financial reporting and associated systems in line with the PFMA and Treasury Regulations; ensure the management of salaries; and ensure the management of accounts. Ensure the provision of Supply chain management services: ensure the provision of demand management services; ensure the provision of acquisition management services; ensure the provision of logistics management services; ensure the provision of assets and transport management services; support the Accounting Officer (AO) and the Executive Authority (EA); interpretation and implementation of the Departmental Strategy; manage a group of functions; tracking progress of the Chief Directorate and reporting appropriately; and stakeholder relationship management (internal & external) Strategic framework / Monitoring & Evaluation.

ENQUIRIES

: Should be directed to Mesdames: Mokgalaka S/ Mashitola MR / Moyaba ME / Kekana PL and Mr. Khorommbi P Tel No: 015 - 287 6665 / 6349 / 6027 / 6293 / 6588 respectively.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY**

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email applications to: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 26 May 2023
- NOTE** : For SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Note: Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts.

MANAGEMENT ECHELON

- POST 16/305** : **DIRECTOR: CORPORATE SUPPORT REF NO: NCPT/2023/08**
Please note that the following post is a re-advertisement, and candidates who previously applied are encouraged to re-apply.
- SALARY** : R1 105 383 – R1 302 102 per annum (Level 13), (TCE package)
CENTRE : Kimberley
REQUIREMENTS : Degree: (NQF:7) in Public Management / Law or related fields. Relevant post graduate qualification will be an added advantage. 5 years' experience performing Corporate Support functions at middle management level (Deputy Director) or related experience. Extensive experience on wider public service legislation. A valid Driver's license. Skills & Knowledge: Knowledge of Strategic management and Leadership, programme and problem-solving, change and knowledge management, planning and organizing skills, report writing, communication skills, organizational skills, leading and controlling skills, decision making and networking skills, Leadership and Team building skills, analytical problem solving skills, policy analysis and development, financial management skills, formal presentation skills, facilitation skills and conflict management, people and change management skills, computer literacy (MS word, excel, power-point). Understanding of PSIRA requirements and related legislation, Understanding of IT Legislation and regulations, Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, OHS Act, BCEA, National Archives Act, PSCBC Resolutions, Public Finance Management Act (PFMA) and its Regulations, Treasury Regulations.
- DUTIES** : Ensure the provisioning of communication and liaison services in the department: Monitor the development, implementation and promotion of the communication strategy. Manage public liaison, external communication, media liaison and events, manage internal communication, monitor the provision of knowledge management services, monitor the departmental website and its administration. Ensure and manage legal services in the department: Monitor the drafting of contracts and service level agreements, ensure compliance with legislation and all legal prescripts, monitor the drafting and review of legislation, manage the provision and drafting of legal opinions. Ensure the provision of Security, Records and Facilities Management: Monitor the security function based on the Minimum Security Information Security Standards (MISS) including physical security and staff vetting, monitor the investigations on security breaches, monitor the provisioning of infrastructure maintenance services, monitor the records management function in line with the National Archives of South Africa Act, 1996 and all related prescripts. Ensure and manage Information Technology services in the department: Monitor the provision of IT business enablement and governance services, monitor the provision of IT infrastructure and operations support services, monitor the implementation and provision of IT information security, support services and solutions. Manage the resources in the directorate: Manage the performance, training and development of officials, manage the budget, financial resources and assets, ensure the maintenance of discipline within the directorate.
- ENQUIRIES** : ML Mooki Tel No: 053 830 8350

**PROVINCIAL ADMINISTRATION NORTH-WEST
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be forwarded for attention: The Director-General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 26 May 2023
- NOTE** : All applications must indicate the correct reference number. The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. In terms of the employment equity plan for the Office, preference will be given to People with disabilities, Youth, African Males, followed by African Females, White Males and White Females in the recruitment for these posts. Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Sections A, B, C and D are compulsory; Sections E, F and G do not need to be completed if a detailed CV providing the required information is attached. However, the question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit only Z83 and detailed Curriculum Vitae with three contactable referees. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, 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. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to two-day competency assessments. Incomplete Z83, Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the advertised positions will be required to undergo personnel suitability checks, which includes criminal records, citizenship, financial checks, qualifications, and previous employment (Reference checks). It is the responsibility of the applicant to make sure that the South African Qualifications Authority evaluates foreign qualifications, and the evaluation certificate will be required on or before the day of the interview following communication from HR. If you do not hear from the Office, three months from the date of the advertisement consider your application unsuccessful. SMS posts in the Public Service no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>

MANAGEMENT ECHELON

- POST 16/306** : **DIRECTOR: PREMIER SUPPORT REF NO: NWP/OOP/2023/34**
Job Purpose: To manage the office and render support services to the Premier/member of the executive council.
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)
- CENTRE** : Mmabatho
- REQUIREMENTS** : Three- year tertiary appropriate qualification at NQF level 7 and /or equivalent qualifications (NQF level and credits). 6 – 7 years' applicable experience to the relevant field of which 5 years should be at middle management. Knowledge, Skills, and Competencies: Knowledge of Public Service Act, Public Service Regulations, Labour Relations, PFMA, Public Finance Regulation and Knowledge of Politics. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

- DUTIES** : Ensure that administrative support is rendered to the Premier on parliamentary/legislature and Cabinet/Executive Council matters. Ensure that the required administrative functions are performed within the Office of The Premier. Assist The Premier with his/her constituency work. Assist The Premier with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. Participation in Provincial Forums and Structures. Study the relevant Public Service and Departmental Prescripts/Policies and other documents to ensure that the application thereof is understood properly.
- ENQUIRIES** : Mr. EMS Matshe Tel No: 018 388 3014
- POST 16/307** : **DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITY COORDINATION AND MONITORING PROGRAMME REF NO: NWP/OOP/2023/35**
Job Purpose: To manage the Office on the Status of Persons with Disabilities (OSPD) and the Office of the Rights of Older Persons (OROP) in the Provincial Government
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification in Public Administration or Social Sciences at NQF level 7 and /or equivalent qualifications (NQF level and credits). 6 – 7 years' applicable experience to the relevant field of which 5 years should be at middle management. Knowledge, Skills and Competencies: 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 Act, PFMA, Treasury Regulations, Division of Revenue Act (DoRA), Promotion to Access to Information, Public Service Regulations, Labour Relations Act and Auditing Principles. Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.
- DUTIES** : The coordination of integrated policy implementation on Rights of Persons with Disabilities and Older persons across the Departments and Municipalities. The coordination of Provincial rights-holders participation in programs for Persons with Disabilities and Older Persons. The Provincial Performance Monitoring and Evaluation of the Programs for the Rights of Persons with Disabilities and Older persons. The Mainstreaming of the Rights of Persons with Disabilities and Older Persons in the delivery of government programs.
- ENQUIRIES** : Ms. C.N Modise Tel No: (018) 388 5078
- POST 16/308** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: NWP/OOP/2023/36**
Job Purpose: To manage the provision of administrative and secretariat support services to the Provincial Executive Council
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive package)
: Mmabatho
: Three-year tertiary qualification at NQF level 07 and/or equivalent (NQF level and credits). 6-7 years' applicable experience in the relevant field of which 5 years should be at middle management. An admission and experience as an Attorney or Advocate will serve as an advantage. Knowledge, Skills and Competencies: Knowledge management, Service delivery innovation, Knowledge of economic and social development. Strategic capability and leadership, Programme and project management, financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.
- DUTIES** : Management the provision of administrative support and secretariat services to the North West Provincial Governance Structures: EXCO, EID, Social and Governance clusters; NWPPC and other Committees. Recording, communicating and record keeping of all decisions of the Executive Council, EXCO Cluster Committees, EXTECH and EXTECH Cluster Committees and filing of documents for the current and historical use. Facilitating meetings of the Executive Council with interest groups and the public as and when required: Manage and monitor the implementation of decisions and directives from EXCO, the 3 Clusters, EXTECH and NWPPC meetings; Manage the Exco Electronic action list. To record the discussions and decisions of these

- structures and to communicate decisions and directives to implementing structures. To ensure proper filling of all documents, control access to such document and to store documents in a manner that would preserve them.
- ENQUIRIES** : M. Tselangoe Tel No: (018) 388 4276
- POST 16/309** : **DEPUTY DIRECTOR: SERVICE DELIVERY AND INTERVENTION REF NO: NWP/OOP/2023/37**
 Re-advert, Candidates who previously applied for this position with NQF Level 6 and/or equivalent qualification need not apply.
 Purpose: To provide support on District wide Service Delivery Monitoring and Intervention
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive package)
 Bojanala
 Three-year qualification in Public administration, Development Studies, Social Science at NQF level 6 and/ or equivalent (NQF level and credits). 6-7 years' applicable experience in the relevant field of which three (3) years must be at Assistant Director Level. Knowledge, Skills and Competencies: Communication, Leadership, Planning and execution, PFMA, PSR, PSA and Risk Management. Computer literacy skills in Excel, Word, PowerPoint, Reporting skills, Clear and logical written and verbal reports, facilitation, coordination, High standard in problem solving, motivation and minimum guidance, Ability to scope events, activities and process well thought out work plans; Good communication skills; Problem solving skills; Report writing skills; Strong project management skills; Computer skills; Coordination; Planning and organization skills.
- DUTIES** : Provide support on the Coordination of the identification of Service Delivery needs in the District. Provide support on Coordination to the conclusion of referrals on service delivery needs across the district. Provide support on Facilitation of the integrated service delivery intervention. Provide support on the facilitation of integrated campaigns on the district public participation programmes.
- ENQUIRIES** : Mr. EMS Matshe Tel No: 018 388 3014
- POST 16/310** : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: NWP/OOP/2023/38**
 Job Purpose: To coordinate, monitor and implement Minimum Information Security Standards (MISS)
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 Mmabatho
 Three -year appropriate tertiary qualification in Security Management at NQF level 6 and/or equivalent (NQF level and credits). Registered Grades with PSIRA. Security Management Course and or Vetting Course from SANAI and other accredited Training Institutions will be an added advantage, 3-5 years' experience of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Knowledge of Minimum Information Security Standards (MISS) and other relevant prescripts, Good communication skills, Computer skills, People management, Problem solving, Planning and organising, Time Management, Leadership, Policy formulation and awareness.
- DUTIES** : Coordinate and monitor implementation of Minimum Information Security Standards (MISS) in the NWPG/Coordinate, monitor and implement Minimum Information Security Standards (MISS) in the Office of the Premier which includes Information Security Audits/Inspections/appraisals, Document Security, Personnel Security/Security screening, Computer Security, Communication Security and Breaches of Security.
- ENQUIRIES** : Mr. N.K Matshavhange / Mr. M.S Dince Tel No: (018) 888 4694/3789
- POST 16/311** : **ASSISTANT DIRECTOR: DISABILITY RIGHTS MAINSTREAMING – OFFICE ON THE STATUS OF PERSONS WITH DISABILITIES REF NO: NWP/OOP/2023/39**
 Job Purpose: To promote and protect the Human Rights of the persons with disabilities.
- SALARY CENTRE** : R424 104 per annum (Level 09)
 Mmabatho

<u>REQUIREMENTS</u>	:	Three -year appropriate tertiary qualification at NQF level 6 and/or equivalent (NQF level and credits). 3-5 years' applicable experience to the relevant field of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: 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 Act, PFMA, Treasury Regulations, Division of Revenue Act (DoRA), promotion to access to information, Public Service Regulations, Labour Relations Act and Auditing Principles. Computer skills; People Management; Problem Solving; Planning and Organizing; Time Management; Strategic Planning; Policy Analysis and development; Good Communication; Diversity Management; Facilitation; Co-ordination and Leadership.
<u>DUTIES</u>	:	Management of the stakeholders (Provincial Disability Forum). Co-ordinate Disability Rights mainstreaming across Departments/Municipalities. Provide Project Management over identified Disability Rights Projects (Disability Rights Conference/Disability Rights Awareness month). Provide supervisory services to the assigned staff members.
<u>ENQUIRIES</u>	:	Ms. CM Bossman Tel No: (018) 888 1647
<u>POST 16/312</u>	:	<u>ASSISTANT DIRECTOR: RIGHTS OF OLDER PERSON DISABILITIES REF NO: NWP/OOP/2023/40</u> Job Purpose: To promote and coordinate the Rights of Older Persons across the NWPG
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Mmabatho
<u>REQUIREMENTS</u>	:	Three -year appropriate tertiary qualification at NQF level 6 and/or equivalent (NQF level and credits). 3-5 years' applicable experience to the relevant field of which 2 years must be at supervisory level. Knowledge, Skills and Competencies: Research, monitoring and evaluation; Sound knowledge of Older Persons Rights treaties; National frameworks; Understanding of transformation Legislation and regulations relating to targeted sector; Sound knowledge of the legislative framework governing the Public Service; Promotion of equality and prevention of unfair discrimination Act, Employment Equity Act, Administrative Justice Act and Labour Relations Act. Reporting skills; Transformation and Change Management skills; Policy development, management and analysis; Problem Solving, planning & organizing; Service delivery innovation skills; Diversity Management; People Management, leadership, Communication and Computer skill.
<u>DUTIES</u>	:	Develop a provincial delivery plan on the Rights of Older Persons. Coordinate, monitor and evaluate delivery targets on the Provincial Plan of Action. Provide institutional Support Systems for the Provincial Older Persons Forum. Support identified Older Persons Projects in the Directorate. Provide administrative support in the Directorate.
<u>ENQUIRIES</u>	:	Ms. CM Bossman Tel No: (018) 888 1647
<u>POST 16/313</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HR POLICY AND PLANNING REF NO: NWP/OOP/2023/41</u> Job Purpose: To Facilitate and Monitor the development and implementation of Human Resource Strategies in provincial departments.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Mmabatho
<u>REQUIREMENTS</u>	:	Three- year appropriate tertiary qualification at NQF level 6 and/or equivalent (NQF level and credits). 2-4 years' experience applicable to the relevant discipline of which 1 year should be at supervisory level. Knowledge, Skills and Competencies: Knowledge of HR Planning; Employment Equity Planning, Extensive knowledge of Public Service Act and Public service Regulations. Good communication skills; Report writing skills; Planning and organising; Presentation and Facilitation skills; Problem solving skills; Ability to interpret and apply policy; Analytical and innovative thinking; Research skills.
<u>DUTIES</u>	:	Coordinate the development and implementation of Human Resource Plans and Annual Human Resource Planning Implementation Reports by provincial departments. Coordinate the Assessment of Human Resource Components by provincial departments. Coordinate the development and implementation of Public Service and Administration Delegations by provincial departments. Coordinate the development and implementation of departmental Employment

		Equity and Transformation Frameworks Plans and Implementation Reports by provincial departments.
<u>ENQUIRIES</u>	:	Mr. M. M Sikokope Tel No: (018) 388 5085
<u>POST 16/314</u>	:	<u>PERSONAL ASSISTANT: IKATISONG SCHOOL OF GOVERNANCE REF NO: NWP/OOP/2023/42</u>
		Job Purpose: To render a secretariat support service to Chief Director Ikatisong
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Mmabatho
	:	Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Knowledge of financial administration. Knowledge of computer. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills and Problem solving skills.
<u>DUTIES</u>	:	Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.
<u>ENQUIRIES</u>	:	Mr. EMS Matshe Tel No: 018 388 3014
<u>POST 16/315</u>	:	<u>PERSONAL ASSISTANT: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT REF NO: NWP/OOP/2023/43</u>
		Job Purpose: To render a secretariat support service to Chief Director Executive Support and Stakeholder Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Mmabatho
	:	Three-year appropriate tertiary qualification at NQF level 6 and/ or equivalent qualifications. 2-3 years' experience applicable to the relevant discipline. Knowledge, Skills and Competencies: Knowledge of Prescripts / Policies. Knowledge of financial administration. Knowledge of computer. Good Communication skills. Good telephone etiquette. Report writing skills. Computer skills and Problem solving skills.
<u>DUTIES</u>	:	Provides a secretariat / receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Keep abreast with regard to the prescripts/ policies & procedures applicable to the work terrain.
<u>ENQUIRIES</u>	:	Mr. I Tselangoe Tel No: 018 388 4276
<u>POST 16/316</u>	:	<u>COMMUNICATION OFFICER: MEDIA RELATIONS REF NO: NWP/OOP/2023/44</u>
		Job Purpose: To provide media liaison management support services.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Mmabatho
	:	Three-year tertiary qualification in Communication at NQF level 6 and/ or equivalent qualification (NQF Level and Credits). 2-3 years' experience in media relations. Valid driver's license. Knowledge, Skills and Competencies: Understanding of Government policies, procedures and programmes. Public Service Regulations and Acts, Communicators' code of good conduct, Communication Policies and Strategies and Public Finance Management Act. Writing Skills, Information management and computer literacy.
<u>DUTIES</u>	:	Media Liaison coordination; Draft content for media alerts, advisories and releases, Facilitate logistics for media attendance at Office of the Premier activities and media engagement sessions, Draft content for electronic and print media advertisements, Write development articles for government publications, Maintain an updated media database. Media Monitoring and Analysis; Monitor provincial media coverage on daily basis, Produce daily media monitoring and analysis reports. Contribute to Social media content plan and implementation; Social media monitoring and analysis. Provide photography services during Office of the Premier events, activities and media engagement sessions.
<u>ENQUIRIES</u>	:	Mr. T Keameditse Tel No: (018) 388 5099

POST 16/317 : **ADMINISTRATION OFFICER: RIGHTS OF OLDER PERSONS REF NO: NWP/OOP/2023/45**
Job Purpose: To render administrative and financial support services in the Directorate

SALARY : R294 321 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : Three-year tertiary qualification at NQF level 6 and/ or equivalent qualification (NQF Level and Credits). 2-3 years' applicable experience in the relevant field. Knowledge, Skills and Competencies: Information Technology, Office Management, South African Sign Language (SASL), Human Resources Management & White paper on the Rights on the Rights of Persons with Disabilities. Computer Literacy, Braille translation & embosser, Interpreting, Planning, organizing, coordinating, information analysis, Deaf culture, disability etiquette, public speaking and translation, Interpersonal Skills, Written and verbal communication, facilitation and Interpretation of Disability Mainstreaming Policy prescripts.

DUTIES : Provide general administrative support and to the Directorate. Coordinate reasonable and accessible communication and information systems to the Provincial Disability Forum quarterly Meetings. To provide supply chain support services and manage assets movement in the Directorate. Provide general financial support to the Directorate. Provide Supervisory administrative/clerical support to the Directorate.

ENQUIRIES : Ms. CM Bossman Tel No: (018) 888 1647

POST 16/318 : **SIGN LANGUAGE INTERPRETER REF NO: NWP/OOP/2023/46**
Job Purpose: To provide communication services to the Directorate

SALARY : R294 321 per annum (Level 07)
CENTRE : Mmabatho
REQUIREMENTS : Certificate/ Diploma/Degree in Translation & Interpreting and or Language Practice, Certificate in South African Sign Language (SASL) Interpreting Level 3. 2-3 years' experience applicable to the relevant field (SASL interpreting in government space). Valid Driver's License. Knowledge, Skills and Competencies: Proficiency in SASL and 3 more official provincial languages, South African Sign Language (SASL), Human Resources Management & White paper on the Rights on the Rights of Persons with Disabilities. Computer Literacy, Braille translation & embosser, Interpreting, Planning, organizing, coordinating, information analysis, Deaf culture, disability etiquette, public speaking and translation, Interpersonal Skills, Written and verbal communication, facilitation and Interpretation of Disability Mainstreaming Policy prescripts.

DUTIES : Render SA Sign language interpreting service within the Directorate and the entire office of the Premier's event; Interpret during staff meetings, staff trainings, workshops, conferences & events. Coordinating the development of SASL interpreter's programs in the Province, Increase awareness on the significance of SASL interpreting service during the outreach activities and public events organized in the Office of the Premier and Create awareness on a proper way of using a SASL Interpret and Give advice to the departmental staff on issues concerning interpreting. Develop and maintain database of SA Sign Language interpreters in the province in partnership with national body of the Deaf People; Liaise with National bodies on accredited SASL interpreters and Regular update of the database of the SASL interpreters.

ENQUIRIES : Ms. CM Bossman Tel No: (018) 888 1647

POST 16/319 : **SECRETARY: ICT CUSTOMER RELATIONS REF NO: NWP/OOP/2023/47**
Job Purpose: To provide secretarial services to the Director: ICT Customer Relations

SALARY : R202 233 per annum (Level 05)
CENTRE : Mmabatho
REQUIREMENTS : Matric and 1-2 year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification. 0-2 year's relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretarial administrative and organisational knowledge and understanding

		and Computer application knowledge. Administrative and organisational skills, Document management, Oral and written communication skills, Procurement, typing, bookkeeping and filling skills and Time management.
<u>DUTIES</u>	:	Provides Secretarial support services to the director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and Manage the diary of the Director by updating director's diary every day and send email as reminder to director. Provide clerical support services to the director; Manage meeting logistics by send out meeting schedules quarterly locate and book venues within 2 weeks send out invitations before the meeting and take minutes of meetings and distribute minutes within 2 weeks of meeting for input. Provide support to the director regarding meetings; Arrange accommodation for the director, Complete S&T claims for the director, manage the reception area and Procurement of goods and services in the directorate.
<u>ENQUIRIES</u>	:	Ms. LM Mofela Tel No: (018) 888 4033
<u>POST 16/320</u>	:	<u>SECRETARY: MANAGEMENT ACCOUNTING REF NO: NWP/OOP/2023/48</u> Job Purpose: To provide secretarial services to the Director Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Mmabatho Matric and 1-2-year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification.0-2 year's relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretarial administrative and organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document management, Oral and written communication skills, Procurement of goods and services, typing, bookkeeping and filling skills and Time management.
<u>DUTIES</u>	:	Provides Secretarial support services to the Director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and Manage the diary of the Director by updating Director's diary every day and send email as reminder to Director. Provide clerical support services to the Director; Manage meeting logistics by sending out meeting schedules, quarterly locate and book venues within 2 weeks, send out invitations before the meeting and take minutes of meetings and distribute minutes within 1 week of meeting for input. Provide support to the Director regarding meetings; Arrange accommodation for the Director, Complete S&T claims for the Director, manage the reception area and procurement of goods and services in the Directorate.
<u>ENQUIRIES</u>	:	Ms. T.M Mooketsi Tel No: (018) 888 4043
<u>POST 16/321</u>	:	<u>SECRETARY: RESEARCH, CURRICULUM DEVELOPMENT AND QUALITY ASSURANCE REF NO: NWP/OOP/2023/49</u> Job Purpose: To provide secretarial services to the Director: ICT Customer Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Mmabatho Matric and 1-2 year National Higher Certificate in Office Administration/ Secretarial at NQF level 5 or equivalent qualification.0-2 year's relevant experience in office administration and/or secretarial field. Knowledge, Skills and Competencies: Understanding of government procurement procedures, Secretarial administrative and organisational knowledge and understanding and Computer application knowledge. Administrative and organisational skills, Document management, Oral and written communication skills, Procurement, typing, bookkeeping and filling skills and Time management.
<u>DUTIES</u>	:	Provides Secretarial support services to the director; Incoming mail received, recorded manually and filed within 1 day, Outgoing mail recorded, filed and dispatched within 1 day and Manage the diary of the Director by updating director's diary every day and send email as reminder to director. Provide clerical support services to the director; Manage meeting logistics by send out meeting schedules quarterly locate and book venues within 2 weeks send out invitations before the meeting and take minutes of meetings and distribute minutes within 2 weeks of meeting for input. Provide support to the director

ENQUIRIES

regarding meetings; Arrange accommodation for the director, Complete S&T claims for the director, manage the reception area and Procurement of goods and services in the directorate.
: Mr. F.F Vutela Tel No: (018) 888 5040

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

CLOSING DATE : 29 May 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 16/322 : **DIRECTOR: ARTS, CULTURE AND LANGUAGE SERVICES REF NO: CAS 18/2023**

SALARY : R1 105 383 per annum (Level 13), (all-inclusive salary package)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA; A minimum of 6 years' relevant experience in middle management. Recommendation: Proven knowledge of all aspects of Arts, Culture and Language Services; Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; and Proven knowledge and understanding of programme and project management. Competencies: Knowledge of the following: Strategic Capability and Leadership; Project and Programme Management; People management and empowerment; Change management; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge, understanding and working experience the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of Labour relations legislation and regulations and performance management.

DUTIES : Line management; Strategic Management (including change management); People Management; and Financial Management

ENQUIRIES : Ms. Louise Esterhuyse Tel No: (021) 483 5856

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>

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 16/323 : **DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)**
Cape Winelands District

SALARY : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Cape Winelands District Office, Worcester
Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Extensive appropriate experience in Financial and Supply Chain Management. Appropriate management level experience. Inherent requirement of the job: A valid driving licence (Code B or higher). Competencies (knowledge/skills): Technology and computer proficiency: Excel, Word, Power Point, Outlook. Extensive knowledge and skills of relevant financial and supply chain management prescripts Strategic and Leadership skills. Good communication and presentation skills. Project Management skills.

DUTIES : Budget management and financial reporting within the Cape Winelands District Health Services. Manage the finance and supply chain management unit to provide effective and efficient services. Ensuring efficient management of the tender processes and delegation of authorities, contract management, asset management and stock take within the district. Compliance Management in line with finance and supply chain policies, PFMA and regulations to achieve effective corporate governance. Develop and implement comprehensive equipment and demand management plan for the district. Manage the human resource within the sub-directorate and support to Sub-districts to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance-orientated staff and sound labour relations. Oversee the transfer payments to funded Non-Governmental Organizations

ENQUIRIES APPLICATIONS : Ms H Liebenberg Tel No: (023) 348-8102
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
02 June 2023

POST 16/324 : **PHARMACIST GRADE 1 TO 3 (POISON INFORMATION CENTRE)**

SALARY : Grade 1: R768 489 per annum
Grade 2: R830 751 per annum
Grade 3: R906 540 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional body: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA-qualified employees One-year relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 6 years relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa.

Grade 3: A minimum of 13 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. 14 years of relevant experience after registration as a pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Experience in toxicology. Knowledge of National and Provincial Health Policies, Pharmacy Acts and Laws. Ability to work under pressure. Good communication and interpersonal skills. Able to work independently as well as in a team. Computer Literacy.

DUTIES : Successful rendering of the services of the Tygerberg Poison Information Centre, providing clinically meaningful consultancy to health care professionals and lay public. To share and communicate expertise infra- and inter-departmentally, nationally and internationally in order to optimize service output. Toxicovigilance - Identifying and evaluating the risks of poisoning that exist within the SA community, and proposing and evaluating measures taken to reduce, eliminate or manage them. Weekly accurate poison data checking with feedback. Weekly ward rounds and electronic record keeping of poisoning cases admitted to Tygerberg Hospital.

ENQUIRIES : Ms C Marks Tel No: (021) 938 -9334
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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration.

CLOSING DATE : 02 June 2023

POST 16/325 : **REGISTERED COUNSELLOR: GRADE 1 TO 3 (X3 POSTS)**
 Central Karoo District

SALARY : Grade 1: R645 129 per annum
 Grade 2: R734 811 per annum
 Grade 3: R829 668 per annum
 (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Oudtshoorn Sub-district (X1 Post)
 George Sub-district (X1 Post)
 Beaufort West Sub-district (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Ability to communicate in at least two of the three official languages of the Western Cape Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution.

- Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention, identification and application. Ability to work in a diverse, multi-cultural and inclusive environment.
- DUTIES** : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Upskilling of mental health workers and other stakeholders as indicated. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.
- ENQUIRIES** : Ms E Crause Tel No: (044) 803-2700
- 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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
- CLOSING DATE** : 02 June 2023
- POST 16/326** : **REGISTERED COUNSELLOR: GRADE 1 TO 3 (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R645 129 per annum
Grade 2: R734 811 per annum
Grade 3: R829 668 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Ceres CDC, Witzenberg Sub-district (X1 Post)
Kayamandi Clinic, Stellenbosch Sub-district (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies' (knowledge/skills): Proven counselling skills with individuals, groups; set up of evidence -based community interventions; knowledge and/or experience in psychometric assessments, identification of mental health challenges and provide training. Work within your professional scope of practice. Refer appropriately Knowledge and experience in providing mentoring and supervision of other lay health workers. Able to work independently and in a team, demonstrate good presentation skills; the ability to conduct training; Good intra- and interpersonal skills, maintenance of good professional relations, effective conflict resolution and to be adaptable and innovative in a high-pressured environment. Computer literacy (i.e. MS Word, PowerPoint and Excel).
- DUTIES** : Providing preventative and developmental counselling services to children, adults, couples and families including mental health screening of all patients, psychoeducation and mental health promotion. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis and at community level. Work within the multidisciplinary team and form part of the sub district and district mental health teams. Report writing and providing feedback to clients/supervisor(s) on interventions.

Perform clinical administrative duties as keep accurate statistics and conduct training and workshops. Provide supervision, mentoring and support to lay health worker and attend regular clinical supervision.

ENQUIRIES : Ms LC Phillips-Losch Tel No: (023) 348-8154

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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

CLOSING DATE : 02 June 2023

POST 16/327 : **CHIEF MEDICAL ORTHOTIST PROSTHETIST (ORTHOTIC AND PROSTHETIC CENTRE, PINELANDS)**
Chief Directorate: Metro Health Services

SALARY : R520 785 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Orthotist Prosthetist. Registration with a professional council: Registration as a Medical Orthotist and Prosthetist with the HPCSA. Experience: A minimum of 3 years appropriate experience in Orthotic / Prosthetic services after registration with the HPCSA as a Medical Orthotist and Prosthetist. Inherent requirement of the job: Valid Code B/EB driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation and conflict-resolution skills. Special expertise/competency in Footwear and service delivery mechanisms in accordance with the DOH's HC 2030 strategic plan and Rehabilitation Position Paper (2015). Competency in Public Sector People-, Finance- and Supply Chain Management processes. Competency in information management. Computer literacy (Microsoft Office Package).

DUTIES : Strategic- and Operational Management of the Footwear section (OFS) at the Orthotic and Prosthetic Centre, WCDOH. Comprehensive Clinical Governance and Clinical Practice review, including the development and implementation of clinical protocols, guidelines, SOP's. Comprehensive People-, Financial- and Supply Chain Management of the footwear section, within allocated resources and according to prescripts. Estate- and Asset Management, including participate in the OPC refurbishment project. Information Management. Liaison with internal- and external stakeholders as required to improve the continuity of care. Head up training of OFT, MOP and assistants at OPC. Relief and/or stand in other components.

ENQUIRIES : Mr J Minnies Tel No: (021) 370-2348

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 : 02 June 2023

POST 16/328 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R627 474 per annum (PN-B3)

CENTRE : Kayamandi Clinic

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 9 years' appropriate/recognisable experience after registration as Professional Nurse with the South African

Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification (R48) as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willing to work in other clinics within the sub-district. Ability to effectively communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

ENQUIRIES : Ms D Johnson Tel No: (021) 808-6108
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 June 2023

POST 16/329 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R424 104 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resources. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement: Valid (Code B/EB) driver's license. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. 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. Strong managerial and supervisory skills. Computer skills (MS Word, Excel, and PowerPoint).

DUTIES : Facilitate, coordinate, 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. Facilitate compliance with the Auditor General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). 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, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.

ENQUIRIES : Ms P Kana Tel No: (021) 826-5789
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 : 02 June 2023

POST 16/330 : **ASSISTANT DIRECTOR: PROJECT MANAGER (DATABASE ADMINISTRATION)**
 Directorate: Information Management

SALARY : R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Project Management, Informatics, Information Science, Computer Sciences and/or Database Development. Experience: Appropriate experience including the job management. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong project management and organisational skills with strong self-sufficiency and creative/innovative/solution orientated thinking. Excellent understanding and application of the system development life cycle, Database management, data governance and data management skills. Ability to develop, implement, document and maintain security and compliance governance processes and procedures and implement internal systems and controls. A high level of computer literacy with advanced excel skills (Oracle and SQL server database administration experience will be an advantage). Excellent interpersonal, communication (written and verbal) and facilitation skills to enable co-operative engagement with colleagues and stakeholders at all levels.
<u>DUTIES</u>	:	Commission and implement development, testing and deployment of new and existing applications including mapping the conceptual design for databases. Develop database documentation, including data standards, policy, procedures and definitions for the data dictionary (metadata) that is in line with WCG: health ICT policy. Project management: - development, implementation, communicating, reporting and monitoring of the project/s. Database administration including maintenance, enhancements, user support and system training. Management of Staff/Supervisory function. Provide ongoing technical support to ensure effective service delivery to all stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Shand Tel No: (021) 483-2639
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	02 June 2023
<u>POST 16/331</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALITY: THEATRE) CLINICAL FACILITATOR</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum (PN B1) Grade 2: R528 696 per annum (PN B2)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Operating Theatre. Grade 1: A minimum of 4 years of appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years of appropriate recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the relevant speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Registration with a professional body: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years of appropriate recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirement: Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to the Specialty area. Knowledge of relevant legislation and policy related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making, and conflict-resolution skills.
<u>DUTIES</u>	:	Identify and coordinate learning opportunities for all nursing and related staff as well as students in the Specialty area. Initiate and participate in training,

development, and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Operating Theatre (technique) Nursing Science with the South African Nursing Council."

CLOSING DATE : 02 June 2023

POST 16/332 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: INTENSIVE CARE (ICU))**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R431 265 per annum (PN B1)
Grade 2: R528 696 per annum (PN B2)

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Intensive/Critical Care after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health, Western Cape. Leadership towards the realisation of strategic goals and objectives of the Intensive and High Care unit.

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

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352
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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Critical Care Nursing: General with the South African Nursing Council.

CLOSING DATE : 02 June 2023

POST 16/333 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : Grade 1: R431 265 per annum (PN-B1)
Grade 2: R528 696 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE REQUIREMENTS : Calitzdorp CC, Kannaland Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. A valid driver's licence (Code B/E Band willing to drive mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

DUTIES : Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPOs. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES APPLICATIONS : Ms S Labuschagne Tel No: (028) 551-1342
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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.

CLOSING DATE : 02 June 2023

POST 16/334 : **ARTISAN PRODUCTION: GRADE A**
Chief Directorate: Metro Health Services

SALARY : Grade A: R220 533 per annum

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum requirement: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement: The ability to communicate in at least two of the three official languages of the Western Cape. Valid Code EB/EC drivers' licence. Perform standby duties and overtime as required. Competencies (knowledge/skills): Appropriate experience in the electrical field especially in maintenance and repairs within a Hospital/Health environment. Keeping abreast with new techniques and materials. Knowledge of the Occupational Health and Safety Act. Computer literacy (MS Word and Excel). Supervisory skills. Ability to write reports.

DUTIES : Perform routine inspections, general repairs, maintain buildings. Assist to manage outsourced contracts and drawing up of minor contract specifications. Assist with the control of the workshop budget, stocktaking, ensure safekeeping and ordering of tools and materials. Assist with the Human resource management of staff, compilation of reports, statistics, and general administration. Assist with supervising the artisan assistant, tradesman aids and interns and manage the Disciplinary Procedures.

ENQUIRIES : Mr K Mubita, Tel No: (021) 659-5582
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying. Shortlisted candidates may be required to undergo a practical test.

CLOSING DATE : 02 June 2023

POST 16/335 : **ADMINISTRATION CLERK: FINANCE/ADMIN (ADMISSIONS)**
Chief Directorate: Metro Health Services

SALARY : R202 233 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of Patient Administration in an Admission environment. Appropriate experience in Clinicom and Cashiers. Inherent requirement: Valid (Code B/EB) driver's licence. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): A strong sense of confidentiality and trustworthiness. Good interpersonal skills. Good computer literacy in Outlook and Word and knowledge/skills in Excel, Knowledge of Hospital Fees Memorandum 18, PFMA, UPFS, and Finance Instructions. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Willingness to interact/work with people with physical and mental disabilities.

DUTIES : Render an administrative support service to patients, public, supervisor and staff. Assess patients in accordance with Hospital Memorandum 18, UPFS manual and related Finance instructions. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom and report all MVA's / WCA cases to AFCT hotline. Responsible for folder management, which includes completion and processing of folders. Responsible for effective revenue collection, which includes receipt of money, issue of receipt, banking of deposit, capture deposit close off and journals in BAS, issue of accounts and safekeeping of patient's valuables.

ENQUIRIES : Mr S Matthee Tel No: (021) 370-2303
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 02 June 2023

POST 16/336 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R202 233 per annum
CENTRE : Morning Star Community Day Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate /Grade 12 (or equivalent). Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirement: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Advance Excel, PowerPoint and Outlook experience). Good interpersonal relations and organizational skills and to work under pressure. Sound Management, communication and conflict-handling skills.

DUTIES : To manage, deliver and provide effective and efficient admin functions. To ensure efficient communications and promote clear communications strategies. Effective utilization and control of all physical resources. Effective utilization of financial resources. Deal with written and or telephonic queries

	:	with regards to solving complaints of clients and/ or refer. Expenditure assistance to Facility Manager.
<u>ENQUIRIES</u>	:	Ms L Rose-Benjamin Tel No: (021) 829-8330
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	02 June 2023
<u>POST 16/337</u>	:	<u>SOCIAL AUXILIARY WORKER: GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R174 702 per annum Grade 2: R205 770 per annum Grade 3: R244 443 per annum
<u>CENTRE</u>	:	Worcester CDC, Breede Valley Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as a Social Auxiliary Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Competencies (knowledge/skills): Skills and knowledge of working within a hospital/medical setting and skills in psychosocial assessments. Skills and experience in substance use, parenting and grief management. Sound knowledge of relevant community resources and computer literacy. Sound interpersonal and communication skills. Ability to communicate effectively in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Undertake psychosocial assessments, give advice and refer to appropriate resources. Maintain all administrative functions on work undertaken. Undertake telephonic enquiries and patient follow ups. Provide appropriate feedback to multi-disciplinary team. Participate in training and upskilling of patients and staff. Facilitate and participate in educational and awareness programmes.
<u>ENQUIRIES</u>	:	Ms A Theron Tel No: (023) 348-1316
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	02 June 2023
<u>POST 16/338</u>	:	<u>STERILISATION OPERATOR PRODUCTION</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R147 036 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in cleaning, packing, and sterilisation of equipment and instruments. Inherent requirement: Be able to do physical work and shifts, work on weekends and public holidays,

<u>DUTIES</u>	:	when required. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of cleaning materials and agents. Knowledge of hospital hygiene and sterilisation. Ability to operate equipment effectively and efficiently.
<u>ENQUIRIES</u>	:	(Key result areas/outputs): Reception, collection, cleaning, controlling, packing, sterilisation, and distribution of equipment, linen, and instruments. Biological and chemical testing of sterilisation units. Report safety risks. Perform duties in the absence of colleagues when necessary. Optimal support to supervisor and colleagues.
<u>APPLICATIONS</u>	:	Ms Y Solomons Tel No: (021) 402-6405
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to complete a practical test.
<u>CLOSING DATE</u>	:	02 June 2023

DEPARTMENT OF INFRASTRUCTURE

<u>CLOSING DATE</u>	:	29 May 2023
<u>NOTE</u>	:	Only applications submitted online at: www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme/ Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

<u>POST 16/339</u>	:	<u>HEAD OF DEPARTMENT: INFRASTRUCTURE REF NO: DOI 22/2023</u> (5-Year Contract)
<u>SALARY</u>	:	R2 068 458 per annum (Level 16), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience of which at least 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A postgraduate degree in Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and infrastructure sectors. Competencies: Proven knowledge of and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on infrastructure and human settlements; Understanding of information systems that aid in the management of knowledge and information pertaining to the department's function;

Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance and discourse management processes; The functioning of the Province and the activities of sister departments; Performance management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Emotional Intelligence; Relationship building; Problem-Solving; Decision-making; Persuasion; Coaching; Delegation; Organisation; Planning and Strategising; Conflict Resolution; Resilience; Big picture thinking; Strategic Forecasting; Negotiation; Cultural awareness; Adaptability.

DUTIES : Facilitate the development of a Western Cape Infrastructure strategy and drive the implementation thereof; Manage the Provincial Transport Infrastructure; Manage the Public Works portfolio; Strategic management, advice and guidance in respect of the following areas: Manage the provincial road network; Promote sustainable integrated human settlements development in the Western Cape; Strategically develop, manage and maintain the property portfolio of the Province; Transversally plan, co-ordinate and implement integrated infrastructure strategies and programmes; Ensure the provision of effective financial management services inclusive of supply chain management to the Department; Ensure the provision of effective and efficient services to the Provincial Minister; Play a leading and supporting role on different transversal and strategic platforms; Ensure the implementation of sound people management practices; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Department; Diligently perform all duties assigned to the post of Head of Department.

ENQUIRIES : Ms. Louise Esterhuysen Tel No: (021) 483 5856
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>

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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 26 May 2023

OTHER POSTS

POST 16/340 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): CIVIL AND STRUCTURAL (EDUCATION INFRASTRUCTURE) REF NO: DOI 15/2023**

SALARY : Grade A: R795 14 7- R847 221 per annum
 Grade B: R894 042 - R962 292 per annum
 Grade C: R1 020 879 - R1 197 978 per annum

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification in civil engineering; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for professional registration as a

Professional Engineer (proof of payment and letter of acknowledgment from ECSA to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment); A valid code B driving licence. Recommendation: Experience of the following: Contract documentation and administration; Project management, formulation of policies in a multi-disciplinary professional environment. Competencies: Knowledge of the following: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Skills needed: Technical report writing, creating high performance culture, professional judgement, networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Act/regulations of Occupation Health and Safety (OHS-Act); National building regulations and all relevant built environment legislation; Public sector procurement; Ability to work under pressure.

DUTIES : Manage service providers (PSPs, contractors, etc.), manage and review PSP outputs and project documentation to ensure compliance with norms and standards, built environment regulations and legislation; Monitor, control and report on project progress, project programme and project expenditure; Managing and processing of documents for approval, input to monthly progress reports, input to monthly cost reports, payment certificates and invoices, fee claims, EPWP documentation as per Education Infrastructure operational requirements; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Ms M Greeff at Mercia.Greeff@westerncape.gov.za
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 16/341 : **ADMINISTRATIVE OFFICER: TECHNICAL SERVICES REF NO: DOI 16/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : 1-2 year post school qualification; A minimum of 3 years relevant experience; 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. Recommendation: Experience in the following: Administrative; Project management; Human Resource Management; Relevant systems; Projects in the built environment. Competencies: Knowledge of the following: Procurement procedures; Applicable legislations; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.

DUTIES : Attend meetings and arrange for taking of minutes; Draft and arrange for typing of general correspondence; Manage and ensure that the necessary office equipment allocated to the office of the senior manager is in good working order; Responsible for managing booking and use of the meeting and/or conference room/s allocated to the office of the senior manager; Safe keeping and maintaining detailed record of all correspondence and maintaining gift register; Manage and oversee electronic correspondence; Tracking documents; Distribute and follow up of all outstanding matters for the senior manager; Remain up to date with all applicable policies or prescripts and procedures applicable to the Chief Directorate to ensure efficient and effective support to the senior manager; Ensure that reception area and conference, meeting room/s of the senior manager are kept tidy at all times; Organise refreshments for meetings; Manage regular meetings of the senior manager; Manage trip authorities, payments, Subsistence and Travel claims as well as processing cell phone accounts of the senior manager; Screening of telephone calls and arrange travelling and accommodation for the senior manager, as

required; Monitor office consumables stock register, monitor usage and report obvious or suspected misuse; Follow up on outstanding orders and provide feedback; Keep comprehensive record of all relevant documentation and transactions; Order and issue stationary in accordance with departmental prescripts for the Chief Directorate General Infrastructure and Workshop; Manage the timeous procurement of goods and services for the office of the senior manager; Check invoices for correctness, bank details and possible double payments; Capture and process payments and claims accurately and immediately on correct systems and in accordance with PFMA and other relevant prescripts; Address enquiries from consultants, contractors and technical staff in a friendly and effective manner; Ensure proper record keeping of all payments, claims, copies and supporting documentation; Registering and sending on SIT's; Updating and monitoring of electronic invoice register; Ensure timeous and correct capturing of relevant data and processing of all payments and claims; Check, verify and approve payments and claims within delegated authority; Monitor and ensure that all payments and claims were processed correctly; Collate information and provide management reports on financial and performance issues; Obtain reports on compensation and expenditure and assist with record keeping.

**ENQUIRIES
APPLICATIONS**

: Mr R Monare Tel No: (021) 483 5310
 : 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>

DEPARTMENT OF MOBILITY

**CLOSING DATE
NOTE**

: 29 May 2023
 : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 16/342

: **HEAD OF DEPARTMENT: MOBILITY REF NO: DM 09/2023**
 (5- Year Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R1 590 747 per annum (Level 15), (all-inclusive salary package)
 : Department of Mobility, Western Cape Government
 : A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA; A minimum of 8 years' senior management experience within the mobility/transport

environment/industry of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A postgraduate degree in Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and mobility/transport sectors. Competencies: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the Province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Proven knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general.

DUTIES

: Ensure the delivery of an integrated mobility system in the Western Cape which includes the: Establishment and maintenance of strategic partnerships with the different spheres of government, SOE's, NGO'S and the Private Sector. Strategic coordination and facilitation of the integration of public transport with relevant stakeholders. Strategic planning and rendering of effective services in the different modes of transport. Ensure the regulation of transport services. Ensure the rendering of effective services with regard to adjudication, issuing and cancelation of operating licenses, registration of public transport entities and members and the handling of mediation, conflicts and disputes. Manage vehicle administration and licensing. Promote and enhance traffic safety in the Province. Ensure the rendering of an effective traffic law enforcement service, provision of training to traffic police agencies, provision of education awareness to stakeholders and the development and implementation of District Safety Plans. Provide government motor transport services. Ensure the rendering of fleet services and ensure effective financial management services for GMT. Strategically enable the rendering of financial and support services to the Department. Shape transport in the province through the development of high level policies, strategies and programmes and the provision of research and systems for transport solutions. Ensure the rendering of operational management support services, financial management services and services delivered by the DOTP. Ensure the provision of effective and efficient services to the Provincial Minister. Play a leading and supporting role on different transversal and strategic platforms which include amongst others: Provincial Steering Committees. Provincial and National Transport/Mobility-related Forums and Committees. Define and review on a continual basis the purpose, objectives, priorities and activities of the Department Drive the Departments's strategy. Drive the development and management of the strategic and business plans for the Department. Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards. Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance relating to Strategic management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation the Department. Diligently perform all duties assigned to the post of Head of Department. Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan. Motivate, train and guide employees within the

Department, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Department. Monitor information capacity building within the Department. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department. Promote sound labour relations within the Department. Actively manage and promote the maintenance of discipline within the Department. Manage participation in the budgeting process of the Department. Ensure the preparation of the Annual and Adjustment Budgets for the Department. Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Department. Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances. Assume overall accountability for the management, maintenance and safekeeping of the Departments assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Department. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

ENQUIRIES

:

Ms. Louise Esterhuysen Tel No: (021) 483 5856

APPLICATIONS

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