



PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

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

2. Directions to candidates

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

AMENDMENT

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM: Kindly note that the post of Assistant Director: Content Development with Ref No: 3/1/5/1 –23/03 advertised in Public Service Vacancy Circular 01 dated 13 January 2023 has been withdrawn. We apologies for the inconvenience caused.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 03 February 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 the South African Qualifications 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.

MANAGEMENT ECHELON

- POST 02/01** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES REF NO: 3/2/1/2023/001**
Branch: Corporate Support Services
- SALARY** : R1 590 747 per annum (Level 15), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration (NQF Level 7) and a Honour's Degree in Public Administration / Business Administration (NQF Level 8). Minimum of 8 – 10 years' experience at senior management level in the corporate support services environment. Job related knowledge: Client oriented and customer focus. Programme and project management. Ability to conduct Occupational Health and Safety (OHS) Audit. Ability to manage projects and Ability to conduct Threat Risk Assessment (TRA). Accounting policies and procedures. Job related skills: Liaison skills, Strategic capability and leadership skills, Communication (verbal and writing) skills, Decisive and Diplomatic, Report writing skills, Investigation skills, Financial management skills, Budget compilation skills. A valid driver's licence. Willingness to work irregular hours and to travel.
- DUTIES** : Ensure effective, efficient and fair management of human resources. Render human resource management services. Render human resource development services. Facilitate sound employee relations. Manage human resource information services. Provide organisational development and service delivery improvement services. Manage and monitor the coordination of human resource transformation strategies, diversity management strategies and plans. Provide planning and coordination to the Office of the Chief Directorate. Oversee Information and Communication Technology (ICT) management services to support organisational objectives. Ensure alignment of ICT and business strategy. Ensure a stable ICT environment that enables the efficient and effective utilisation of information technology. Develop, implement and maintain ICT solutions. Ensure ICT service availability, service delivery and service optimisation. Provide knowledge, information and records management services. Oversee legal services for the Department. Provide corporate legal support services. Manage litigations, both on behalf of and against the state. Facilitate the process of legislation development. Oversee security and facilities management services. Manage document security and Occupational Health and Safety (OHS) compliance. Manage vetting, screening and investigations. Manage physical security and special events. Provide facilities, office management, public and private partnership services. Provide financial management and administrative support services. Oversee monitoring and evaluation services. Monitor and report on the performance of the Department in line with strategic plans, annual performance plans and operational plans. Conduct evaluation assessments related to the programmes of the Department. Manage monitoring and evaluation functions and provide technical support to provincial departments and public entities. Oversee communication services. Provide corporate communications, marketing and print production management services. Provide language, media and external communication services. Manage financial and administrative support. Manage financial management support. Oversee the administration support and advisory services.
- ENQUIRIES APPLICATIONS** : Mr C Mathebula Tel No: (012) 319 6824
Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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.

<u>POST 02/02</u>	:	<u>CHIEF DIRECTOR: PROVINCIAL OFFICE (X2 POSTS)</u> The position for Western Cape is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R1 308 051 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Chief Directorate: Provincial Office: Eastern Cape (East London Ref No: 3/2/1/2023/002) Western Cape (Cape Town Ref No: 3/2/1/2023/003)
<u>REQUIREMENTS</u>	:	Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Management / Legal Qualification / Agriculture / Economics (NQF Level 7). Minimum of 5 years' experience in senior management position. Job related knowledge: Ability to implement an outcome-based performance approach. Ability to coordinate the Provincial Office functions to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic DALRRD development projects to improve service delivery. Ability to develop and implement corporate governance framework and ensure the Provincial Office function effectively and efficiently. Ability to develop and implement corporate performance monitoring programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures, and processes. Proven experience in Project Management. Job related skills: Good monitoring and evaluation skills. Good problem-solving skills. Skills to design and implement change management programmes. Ensure good customer care. A valid driver's licence. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental Relations context.
<u>DUTIES</u>	:	Manage, oversee and monitor the implementation of Departmental Services and Programmes at Provincial and District levels. Deliver and coordinate Provincial Cooperatives and Enterprise Development Programmes. Deliver and coordinate Provincial Rural Infrastructure Development Programme. Coordinate the provision of land acquisition services. Coordinate Land Development Support. Provide youth and skills development services that contribute to economic upliftment. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at Provincial level. Manage and oversee the production and submission of programme and projects reports. Facilitate the implementation of cooperatives and enterprise development initiatives. Facilitate the implementation of rural infrastructural development initiatives. Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide projects 'data to the Office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DALRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the Province. Manage records and information. Oversee information technology support services. Oversee communication and events

management services. Monitor the mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the Province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.

ENQUIRIES : Enquiries for Eastern Cape Ms N Boya Tel No: (043) 701 8113 / 4 and enquiries for Western Cape Mr Z Bastile Tel No: (021) 409 0570

APPLICATIONS : **Applications for Eastern Cape Province** can be submitted by post to: P.O Box 1716, East London, 5201 or hand delivered during office hours to: Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

Applications for Western Cape province can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.

POST 02/03 : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) SERVICE DELIVERY AND OPERATIONS REF NO: 3/2/1/2023/004**
Directorate: ICT Service Delivery and Operations

SALARY : R1 105 383 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Pretoria

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Computer Science / Information Technology (IT). Minimum of 5 years' experience at middle management / senior managerial level. Job related knowledge: The Public Finance Management Act and Regulations, and other relevant legislation e.g. National Strategic Intelligence Act, National Archives of South Africa Act, Promotions of Access to Information Act, Public Service Act. The Department and its core objectives and functions. Public Service, strategies and goals. Knowledge of Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and related Technologies (Cobit) frameworks. IT operating systems and technical knowledge. Data management. Information management. The development of IT strategies. The e-Government Policy framework. The Government Information Technology Officers (GITO) strategy, standards, norms, regulations and policies. Minimum Information Security Standards (MISS). Good corporate governance principles. Government priorities and imperatives. The white paper on the transformation of the Public Service (Batho Pele). Job related skills: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem solving and analysis skills. People management and empowerment. Client orientation and customer focus. Communication skills (verbal and written), Honesty and integrity. A valid driver's licence.

DUTIES : Manage ICT network and telecommunications services. Implement, manage and maintain all ICT network infrastructure. Implement, manage and maintain telecommunication infrastructure. Implement, manage and maintain the Wide Area Network (WAN). Manage ICT operations, infrastructure and exchange services. Implement, manage and maintain server room infrastructure. Ensure continuous ICT service improvement. Implement, manage and maintain ICT services. Implement, manage and maintain exchange services. Manage ICT cyber security services. Implement, manage and maintain all ICT security infrastructure. Implement cyber security awareness in DALRRD. Manage ICT internal disaster recovery and ICT resilience. Implement, manage and maintain ICT service continuity. Test the internal ICT disaster recovery plan (DRP) at least once a year.

ENQUIRIES : Ms PT Sehoole Tel No: (012) 319 6196

APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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.

OTHER POSTS

POST 02/04 : **DEPUTY DIRECTOR: SMALL HOLDER DEVELOPMENT REF NO: 3/2/1/2023/018**
Directorate: Small Holder Farmer's Production

SALARY : R908 502 per annum (Level 12), (all- inclusive remuneration package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma or a Bachelor's Degree in Agriculture or Rural Development. Minimum of 3 years' junior management experience. Experience in drafting and editing concise reports, programme planning / management within the three spheres of government. Experience in coordination, facilitation, evaluation and extensive knowledge in assessment and compilation of household profiles. Job related knowledge: Public Finance Management Act. Planning and organising Project Management. Integrated food security strategy. Public policy development and formulation. Food security and nutrition. Competent in Microsoft computer packages. Stakeholder management. Food security policy strategies and programmes. Job related skills: Planning skills. Initiative skills. Interpersonal skills. Problem solving skills. Interpretation of findings. Analytical. Computer literacy. Report writing skills. Willingness to work extended hours. A valid driver's licence.

DUTIES : Manage the coordination of support to small holder producers. Manage the growth and increase of small holder producers through coordinated support. Consolidate and analyse progress reports provided by various stakeholders on small holder support. Coordinate feedback engagement of stakeholders through the Small Holder Development Working Group (SD-WG) and Project Management Unit (PMU). Oversee the monitoring of support to small holder producers. Manage the development of small holder producers. Develop the implementation plan of small holder support. Manage the identification of small holder producers. Manage the identification of small holder needs across the country. Consolidate small holder needs. Create synergies for the alignment of small holder producer's stakeholder support. Provide advisory services to small holder development. Manage the coordination of small holder development guidelines. Facilitate the implementation of the Strategic Plan for Small Holder Support (SPSS). Review and update the approved Strategic Plan for Small Holder Support. Coordinate the implementation of the Strategic Plan for Small Holder Support. Develop and design the implementation strategies of small holder programmes. Formulate norms and standards for small holder producers support. Coordinate the monitoring of small holder programmes. Evaluation of small holder programmes. Management of small holder development information. Ensure data collection, compilation and analysis. Develop guidelines and templates for the monitoring of small holder programmes. Collaboration with various stakeholders towards the improvement of information systems for small holder development. Manage the creation and maintenance of learning and sharing platforms for dissemination of small holder information. Liaise with national, regional and international stakeholders on small holder development. Manage the resources of the Sub Directorate: Small Holder Development (Physical, Human and Financial). Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

ENQUIRIES : Mr R Tuckeldoe Tel No: (012) 319 8473

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

- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 02/05** : **STATE VETERINARIAN REF NO: 3/2/1/2023/022 (X2 POSTS)**
 Directorate: Inspection Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11), all-inclusive remuneration package to be structured in accordance with the rules for MMS
- CENTRE** : Gauteng (Pretoria / Johannesburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BVSc Degree recognised by SAQA and the South African Veterinary Council. A valid driver's licence. Minimum of 2 years appropriate experience (post qualification experience). Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Management and Organising skills. Creativity. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing skills. Valid driver's licence. Willingness to work extended hours and to travel.
- DUTIES** : Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services, which would, inter alia, entail the following: Scan local and international environment to inform policy needs, updates and impact. Collection of data and stakeholder consultation. Compile and provide inputs for policy development, norms and standards. Dissemination, implementation and auditing of policies, norms and standard. Render Veterinary Services through the implementation of the relevant legislation, which would, inter alia, entail the following: Plan, implement, maintain and coordinate disease surveillance measures (e.g. early warning systems), identify controlled and non-controlled diseases and take appropriate corrective actions. Management of animal's identification and traceability. Issuing of permits and health certificates for the movement of animals across borders / diseases free and infected zones. Identification of prevalent animal diseases, development and implementation of appropriate intervention strategies (e.g. Primary Health Care). Design and implementation of herd health programmes to promote productivity of livestock. Implement disease surveillance and other epidemiologic studies. Facilitate the development of a practical early warning system for all relevant diseases including disease modelling, simulation and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Liaising with the public, animal owners, organised agriculture and international organisations on the prevention and treatment of diseases. Manage and control the importation and exportation of animals and animal products. Implementation and management of the prescribed official veterinary management systems including the implementation of the National Monitoring Residue Program. Conduct veterinary risk assessments. Ensure that slaughter and other import / export facilities comply with the registration requirements of the relevant authorities. Performance of abattoir ante and post-mortem inspections are required. Audit the hygiene management systems at the import / export establishment (e.g. implementation of Hazard Analysis and Critical Control Point (HACCP) and Hygiene Assessment System (HAS)). Certification of products in accordance with international norms and standards. Management of meat inspection and disposal of condemned material in accordance with the relevant legislation. Identify illegal slaughter practices and take corrective action with assistance when necessary. Undertake post-mortem, farm disease outbreak investigations and other examinations to identify causes of morbidity and mortality. Implement new procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic and Research Service is rendered. Ensure animal owners and para veterinary staff follow the correct procedures and methods to collect and dispatch samples. Inspect slaughter and sterilisation facilities to ensure the maintenance of essential national hygiene standards. Evaluate safety, efficacy and quality of stock remedies registration dossier applications, imports permits, labels, advertisements and make recommendations.

Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, which would include, inter alia, the following: Determine needs of communities through liaison with community leaders and other stakeholders. Determine interventions required to address the needs. Plan, implement and coordinate the appropriate interventions. Render veterinary advice to stock farmers and animal owners with regard to prevention of animal diseases and promotion of animal health care. Provide support to other line functionaries, i.e. extension, engineering with regard to veterinary related issues. Perform administrative and related functions which would include, inter alia, the following: Provide inputs for the Operational Plan of the veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Oversee and supervise the relevant staff i.e. para-veterinary and administration. Keep abreast of National and International trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service, through: Studying the veterinary legal and policy frameworks continuously to enable optimum performance of the veterinary functions according to the required standards: Studying professional journals, publications and attend relevant continuous professional development interventions to ensure that cognisance is taken of new developments and technologies.

- ENQUIRIES** : Dr ME Machedi Tel No: (012) 309 8703
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 and White Males and African Females and Persons with disabilities are encouraged to apply.
- POST 02/06** : **PROJECT COORDINATOR: TENURE REFORM AND IMPLEMENTATION**
REF NO: 3/2/1/2023/007
Directorate: District Office
- SALARY** : R491 403 per annum (Level 10)
- CENTRE** : Mpumalanga (Gert Sibande)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in the field of Humanities / Social Science or Degree in Law. Minimum of 3 years' experience in Land Reform environment. Job related knowledge: Knowledge of Land Tenure Security matters. Knowledge of Communal Tenure. Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus skills, Statistical forecasting skills and Computer Skills. A valid driver's license. Willingness to travel.
- DUTIES** : Implement the Extension of Security of Tenure Programmes. Respond to all queries on Extension of Security Tenure Act (ESTA) accordingly. Liaise with Justice Ministry, Game Farmers, Department of Environmental Affairs Conventional Farmers / Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA / Labour Tenants Act (LTA). Develop a database for monitoring and evaluation of interventions processes of all cases. Conduct training workshops of staff and role players in the land reform. Assist staff in the District Office to incorporate changes in land reform policy and procedure to their planning and implementation. Attend workshops and meetings on the implementation of relevant Act continually. Implement the Interim Protection of Land Rights Interventions. Respond to all queries related to Interim Protection of Informal Land Rights Act (IPILRA). Protect the right of people living in communal land. Conduct training workshop to role players. Implement Labour Tenants Programmes. Address Labour Tenants Act (LTA) that have been lodged. Categories LTA cases according to claimant's choice when required. Implement Transformation of certain Rural Areas Act Programmes. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval. Compile executing report. Implement Land Title Adjustment Act Programmes. Conduct investigation. Prepare terms of reference. Compile report. Implement Upgrading of Land Tenure Rights Act Programmes. Develop

		land profile. Consult stakeholders. Compile a report. Implement Communal Property Associations (CPA) Act Programmes: Facilitate establishment of CPAs. Monitor CPAs compliance. Provide support towards compliance.
<u>ENQUIRIES</u>	:	Ms ZP Hadebe Tel No: (013) 754 8020
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
<u>NOTE</u>	:	Coloured, Indian, White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 02/07</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT</u> <u>REF NO: 3/2/1/2023/006</u> Directorate: Financial and Supply Chain Management Services This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Purchasing Management / Public Administration / Public Management. Minimum of 3 years' supervisory experience working in the demand and acquisition environment. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act. Preferential Procurement Policy Framework Act. Ability to monitor budget. Job related skills: Computer literacy skills, Communication skills (verbal and written), Organising skills, Supervisory skills, Liaison skills. A valid driver's licence.
<u>DUTIES</u>	:	Administer demand management plan (DMP). Facilitate and prepare communique for submission of DMPs. Analyse, advise and verify development of DMP's for all offices. Facilitate, analyse, advise and verify consolidated Provincial DMP. Facilitate approval of the client's DMP. Submit verified consolidated DMP. Coordinate procurement plan. Analyse and Verify developed procurement plan. Facilitate approval of the Provincial consolidated procurement plan. Submit verified and approved procurement plan. Monitor and report on implementation of procurement plan. Provide support to client's offices. Provide contract management services. Manage contract performance. Facilitate the industry analysis of service provider. Analyse and verify analysis of registered supplier versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to client office. Provide advice in nomination of bid specification and evaluation committee members (Terms of reference). Facilitate and coordinate approval of Bid specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (terms of contract, transversal contract, bulk procurement and direct sourcing) (Sourcing Strategies). Assist service providers to access online information on CSD (Central Supplier Database). Verify captured service providers information on CSD and allocate service provider number. Record service providers performance on the service provider database. Maintain contract register (Administration of contract). Monitor expiring contracts and advise users. Monitor performance of contract and compile report. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advise the clients accordingly. Facilitate and convene service provider meeting. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to Policy Performance, Risk Management. Facilitate bid management process. Receive terms of reference and procurement approach, analyse and distribute for compliance of bid documentation. Review and approve bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bid submitted after closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted bid offers (Departmental website). Verify if the bid offers received meet the responsiveness criteria and approve the responsiveness results. Review

evaluation report and submit via email to the relevant Bid Evaluation Committee Members. Serve as Bid Adjudication Committee Secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to the clients. Provide management response for audit queries / request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on supply chain management risk control and fraud preventions.

ENQUIRIES : Mr AS Mdala Tel No: (013) 754 8043
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 02/08 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: 3/2/1/2023/010**
Directorate: Intergovernmental Relations

SALARY : R393 711 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Relations / Public Administration / Political Science / Development Studies. Minimum of 3 years' experience at supervisory in stakeholder relations and intergovernmental coordination. Job related knowledge: Understanding of the planning cycle of government. Understanding of the spheres of government and its powers, functions and intergovernmental relations. Understanding of the work of DALRRD. Good quality control of document. Inter-sphere and inter-sector coordination. Job related skills: Computer literacy. Client orientation and customer focus. Organising skills. Planning and coordination skills. Report writing skills. Minute-taking skills. Communication skills (verbal and written). Presentation skills. Customer Service principles (Batho Pele Principles). Good interpersonal relations. Sense of responsibility and loyalty. Ability to work under pressure and stay focused. Ability to work with difficult people and to resolve conflicts. A valid driver's licence. Willingness to work overtime. Self-driven. Goal orientated. Ability to work independently. Team player.

DUTIES : Support coordination and integration of the departmental mandate across the three spheres of government. Liaise with external and internal stakeholders to mobilise resources for the implementation of the rural development initiatives / plans. Assist with facilitation of inter-sector coordination. Strengthen and maintain established partnerships with external stakeholders. Assist with stakeholder analysis on current and potential stakeholders for specific programmes. Create and deliver presentations on Intergovernmental Relations (IGR) related matters. Support the implementation of the intergovernmental relations and stakeholder management strategy. Implement intergovernmental and stakeholder strategy. Contribute on development of stakeholder management guidelines. Ensure implementation of guidelines for stakeholder management. Draft implementation protocols for various programmes. Conduct follow-ups on progress made on implantation of resolutions from Ministers Technical Committee (Mintech) and Ministers and Members of the Executive Council (MINMEC) meetings. Provide support to cluster coordination and intergovernmental relations. Develop, update and maintain stakeholder database by adding newly established contacts. Provide efficient and effective secretariat services to meetings convened by the Directorate. Develop and manage database systems for action issues, minutes, resolutions and registers. Draft submissions, memoranda and strategic reports. Mobilise sector Departments to contribute to the implementation of the DALRRD mandates through Protocols / memorandum of Understanding (MOUs). Liaise with relevant Departments / stakeholders towards the development of Protocols / MOUs. Facilitate the developments of Protocols / MOUs. Facilitate the approval of Protocols / MOUs through National Joint Steering Committee (NJSC). Facilitate the establishment of a steering committee and the development of the implementation plan. Monitor and reports on the implementation of the action plan.

ENQUIRIES : Mr Z. Silangwe Tel No: (012) 319 6868
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly

- known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 02/09** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: 3/2/1/2023/019**
Directorate: Africa Relations Promotions
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in International Relations / Public Relations / Public Administration / Political Science. Minimum of 3 years' supervisory experience in International Relations. Job related knowledge: Knowledge of principles that are guiding South African foreign policy and Foreign Service dispensation. Knowledge of diplomacy and protocol procedures. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA) and Preferential Procurement Policy Framework Act (PPFMA). Job related skills: Planning and organising skills. Analytical skills. Document Management skills. Office management skills. Financial management skills. Interpersonal skills. Computer skills. Resource planning skills. Problem solving and Decision-making skills. Time management skills and Communication skills. A valid driver's licence. Willingness to travel and / or work irregular hours. The ability to work under pressure.
- DUTIES** : Coordinate departmental bilateral and multilateral engagements. Assist with the formulation, analysis and development of international relations policy. The management of South Africa's bilateral and multilateral commitments relating to economic development. Coordinate participation in annual and inter-sessional forums such as summits, conferences and ministerial meetings. Facilitate and coordinate the process of concluding and implementation of international agreements. Participate in negotiations of the draft agreements in consultation with relevant technical Directorates and strategic partner countries. Co-ordinates the legal and administrative processing of concluding agreements and obtaining presidential approval. Facilitate the tabling of agreements in parliament for ratification. Monitor the progress on implementation of agreements and compile status reports. Manage database of international agreements. Recommend departmental position for strategic international engagements. Provide support in identifying opportunities and potential areas of mutual benefits. Respond to multilateral enquiries from partner organisations regarding requests for information on the sectors. Analyse and make recommendation on outcomes of multilateral meetings and ensure that follow up actions are undertaken. Conduct research on current developments that impact on bilateral relations to keep abreast of current economic and political developments that impact on the multilateral engagements and inform management. Assist reviewing the strategy for engagements with United Nations agencies and other multilateral organisations. Serve as a contact point within the Department for international relations issues. Participate and provide guidance during departmental meetings with other government Departments to highlight departmental position on related agricultural matters. Engage with foreign representatives and diplomatic corps for guidance, sourcing information and reports on current matters that are beneficial to the Department. Monitor and evaluate international trends (socio-economic and political) and advise on the impact on the Department international strategy.
- ENQUIRIES APPLICATIONS** : Mr L. Tswai Tel No: (012) 319 6719
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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, White Males and Coloured, Indian, White Females and Persons with disabilities are encouraged to apply.

- POST 02/10** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2023/005**
 Directorate: Restitution Corporate Support
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Human Resource Management / Public Administration. Minimum of 2 years working experience as Human Resource generalist or Human Resource Practitioner. Job related knowledge: Human Resource prescripts (Public Service Regulations, Public Service Act, Employment Equity Act, Labour Relations Act etc.). Knowledge and understanding of Human Resource Legislation and Policies. Introduction to Personal and Salary Administration (PERSAL), Personnel Administration and Leave Administration. Knowledge of Human Resource Management Procedures. Public Service Code of Conduct. Job related skills: Computer skills, Communication skills (written and verbal), Interpersonal skills and Organisational skills. A valid driver's licence.
- DUTIES** : Advise and assist managers with recruitment, selection, appointments, relocations, transfers, acting and secondment etc. Compile memos to advertise posts, request Job Profiles from Organisational Development and Service Delivery Improvement (OD). Coordinate shortlisting of candidates and serve as advisor during interviews. Compile appointment memorandums. Coordinate security screening, verification of qualifications. Compile memorandums for transfers, relocations, secondments and acting appointments. Assist in management of performance, rewards and expenditure (Compile incentive memorandums for the Branch and consolidate summary sheet). Check budget availability from finance. Distribute budget to the Branches (Provincial Shared Service Centre: Human Resource Management). Request completed summary sheet from regions. Compile summary sheets for the Chief Land Claims Commission Office. Consolidate summary sheet for all regions and compile one incentive memorandum. Ensure the process of the Employee Performance Management and Development System (EPMDS) is implemented timeously in the Chief Land Claims Commission and the regions, coordinate appeals for the Branch emanating from the Moderating Committee, advise and compile outcome letters. Conduct the process in terms of the Branch Calendar. Coordinate appeals. Conduct and coordinate Moderating Committee for the Branch. Ensure that performance agreements is submitted timeously in the Chief Land Claims Commission office and for the regions. Ensuring that all employees submit their annual performance agreements within the prescribed timeframe of two months. Ensure compliance in the regions by sending reminders to submit to all Provincial Shared Service Centre: Human Resource Management. Coordinate training in the Chief Land Claims Commission office, advise on labour matters and compile stats on labour cases. Compile Workplace Skills Plan (WSP) for the Chief Land Claims Commission staff. Issue training forms to Chief Land Claims Commission group e-mail whenever there is a space to attend courses offered by National Office. Request monthly stats for labour cases at National Office. Advise on labour matters. Leave administration and capturing of leave and approval on PERSAL, advise on medical and housing matters, conduct leave investigation, compile monthly management Human Resource Management reports. Capturing of leave and approval on PERSAL. Advise staff on medical and housing both rental and homeowner. Conduct leave investigation whenever requested by management. Compile management monthly reports on Human Resource Management and labour related matters.
- ENQUIRIES APPLICATIONS** : Mr S Rasalanavho Tel No: (012) 407 4453
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 02/11 : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/008**
Directorate: Operational Management

SALARY : R331 188 per annum (Level 08)
CENTRE : Mpumalanga (Nkangala)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development and Knowledge of African languages spoken in the Province. Job related skills: Sound communication skills, Negotiation skills, Excellent report writing skills, Computer literacy, Project management skills and Good networking skills. Initiative, ability to take responsibility and meet deadlines. Ability to produce reports. Ability to facilitate community meetings. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.

DUTIES : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

ENQUIRIES : Mr BJ Magabane Tel No: (013) 754 8028
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

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

POST 02/12 : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/009**
Directorate: Financial and Supply Chain Management Services

SALARY : R331 188 per annum (Level 08)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Accounting / Commerce. Minimum of 2 years' experience in financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act (PFMA). Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Financial Bases (Fbase) and Logistical Information System (LOGIS). Job related skills: Supervision skills. Communication skills (written and verbal). A valid driver's license.

DUTIES : Process Basic Accounting System (BAS) Logistical Information System (LOGIS) payments. Compile BAS sundry payments advice. Check and verify compliance with procedures (checklist). Capture payments on BAS. Analyse and manage Travel Agency account. Ascertain invoices received. Reconcile / Analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Draft payment report. Draft accruals and payables report. Draft national report. Manage petty cash. Effectively administer petty cash. Issue petty cash. Replenish petty cash.

ENQUIRIES : Mr LS Mahasha Tel No: 082 947 8491
APPLICATIONS : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard street, Polokwane, 0700.

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

<u>POST 02/13</u>	:	<u>CHIEF FOOD SERVICES MANAGER REF NO: 3/2/1/2023/014</u> Directorate: Narysec College
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Free State (Thaba 'NCHU)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Hospitality Management. Minimum of 2 years supervisory experience in a food services operation. Job related knowledge: Standard kitchen equipment, utensils and measurements. Sanitation practices relating to handling and serving of food. Proper lifting techniques. Job related skills: Passion for cooking, health and well-being. Demonstrated ability as an effective teacher and manager. Excellent time-management and self-management skills. Hardworking, dedicated and highly flexible. Attention to detail, ability to keep thorough records. Communication skills (written and verbal). Creative and innovative.
<u>DUTIES</u>	:	Provide nutritious and wholesome meals for the College. Develop a menu for the restaurant. Address complaints regarding food quality or services. Ensure food in storage meets adequate levels of nutrition and sustenance. Ensure dining experience is satisfactory. Work with local health unit to eliminate any areas of concern. Follow all food safety regulations. Inspect all work areas to ensure that health and safety procedures is maintained. Manage the day to day operations of the College. Oversee all tasks related to the preparation of food and beverage services. Organise schedules. Provide direction to kitchen staff. Ensure products are stored at the correct temperatures and the recipe books are up to date with correct menu items, portions and ingredients. Ensure economical use of food and timely preparation. Direct the cleaning of the dining area and kitchen including the utensils. Liaise with food companies to ensure timely and accurate deliveries. Order food and beverages, equipment and supplies. Inspect supplies, equipment and work area. Keep records of supplies and purchases. Manage kitchen budgets. Review financial transactions in order to ensure that expenditures are authorised and budgeted for. Estimate food and beverage consumption in order to forecast amounts to be purchased or requisitioned. Plan and budget for future meals. Count money and make bank deposits.
<u>ENQUIRIES</u>	:	Ms R Hlongwane Tel No: (012) 319 6335
<u>APPLICATIONS</u>	:	Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 02/14</u>	:	<u>SENIOR SAFETY OFFICER REF NO: 3/2/1/2023/015</u> Directorate: Narysec College
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Free State (Thaba 'NCHU)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Safety Management. Minimum of 2 years experience in safety management. Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standards (MISS), National Intelligence and Security Agency (NISA), Protection of Information Act, etc) and the authority of Security Officers under these documents. Knowledge on the relevant emergency procedures. Job related skills: Computer literate. Communication skills (written and verbal). Facilitation skills. Report writing skills. Presentation skills. Liaison skills. Interpersonal relations.
<u>DUTIES</u>	:	Conduct frequent safety and security risk assessment. Identify potential hazards. Implement control measures. Proactively prevent hazardous conditions. Implement Occupational Health and Safety (OHS) policies and programmes. Identify and record all security risks and breaches to inform decision making. Identify and classify security breaches. Consider all possible security risks. Maintain the database of all security breaches. Provide regular reports pertaining to risks and security breaches. Provide advice and guidance on safety and security measures. Attend to all safety related inquiries. Advise management about safety measures and potential security risks. Provide awareness campaigns on safety, risks and security matters. Manage the deployment of security personnel on the premises. Determine security needs

of the College. Develop work schedules and task allocation. Ensure that all entry points are guarded. Facilitate the safekeeping and issuing of keys to all facilities. Ensure the proper storage of keys. Attend to lost or stolen keys incidents. Ordering repairs for damaged locks or lost keys. Oversee installation and maintenance of new locks. Record and investigate incidents to determine causes of lost keys. Respond to routine and emergency calls to lock and unlock offices.

ENQUIRIES : Ms R Hlongwane Tel No: (012) 319 6335
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
NOTE : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 02/15 : **AGRARIAN REFORM SPECIALIST REF NO: 3/2/1/2023/017**
 Directorate: Small Holder Farmer's Production

SALARY : R331 188 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree in Agriculture or Rural Development. Minimum of 2 years' relevant experience in Agriculture, Food Security, Development Research. Job related knowledge: Food Security policies, strategies, and programmes. Public Finance Management Act. Project Management. Planning and organising. Job related skills: Facilitation skills. Project management skills. Planning skills. Initiative skills. Interpersonal skills. Problem solving skills. Interpretation of findings. Analytical skills. Computer literacy. Report writing skills. Willingness to work extended hours. A valid driver's licence.

DUTIES : Facilitate the development support programmes of small holder producers. Coordinate the identification of small holder / subsistence producers across the country. Conduct needs analysis for support across the country. Provide inputs in the development of policies for food security development programmes. Provide inputs in the development of food security strategies. Coordinate the support of small holder development producers. Implement small holder / subsistence support strategies. Interact with food security programme stakeholders at district and local level. Coordinate provincial land and district agrarian reform forums. Consolidate food security needs. Coordinate advisory services on food security development programmes (and follow up on queries). Facilitate the implementation of policies for small holder development / subsistence producer's support. Monitor and evaluate food security programmes in the provinces. Monitor the progress of subsistence / small holder producers through the Comprehensive Agricultural Support Programme (CASP) and other programmes. Ensure the alignment of business plans and programmes / projects in the provinces. Identify risks and challenges. Develop intervention plans. Provide inputs in the development of guidelines and templates for the monitoring of food security programmes. Verify CASP and Ilima-Letsema project programmes.

ENQUIRIES : Mr P Ramolotja Tel No: (012) 319-8219
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 02/16 : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/013**
 Directorate: District Office

SALARY : R269 214 per annum (Level 07)
CENTRE : Free State (Motho / Xhariep)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). Minimum of 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills:

Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting skills. A valid driver's licence. Willingness to travel.

DUTIES : Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.

ENQUIRIES : Mr. E Mosia Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.

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

POST 02/17 : **FINANCE CLERK REF NO: 3/2/1/2023/011**
Directorate: Financial and Supply Chain Management Services

SALARY : R181 599 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude for figures.

DUTIES : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow

up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture and allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES : Ms V Nematili Tel No: (012) 337 3656
APPLICATIONS : Applications can be submitted by post to: Private Bag X09 Hatfield, 0028 or hand delivered to: Suncardia building, 6th floor, 524 Corner Stanza Bopape and Steve Biko Street, Arcadia, 0083 for the attention of Human Resource Management.

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

POST 02/18 : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/020**
Directorate: Plant Health

SALARY : R181 599 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 clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms T Nonqane Tel No: (012) 319 6213
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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 and Indian Females and Persons with disabilities are encouraged to apply.

POST 02/19 : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/021**
Directorate: Inspection Services

SALARY : R181 599 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 clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills

- (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES APPLICATIONS** : Ms BB Shomang Tel No: (012) 309 8800
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours 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, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 02/20** : **DRIVER / MESSENGER REF NO: 3/2/1/2023/016**
Directorate: Narysec College
- SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04)
: Free State (Thaba 'NCHU)
: Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Minimum of 7 months relevant experience. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising skills, Good communication skills (written and verbal), Interpersonal skills and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
- DUTIES** : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch / College or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
- ENQUIRIES APPLICATIONS** : Ms R Hlongwane Tel No: (012) 319 6335
: Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- CLOSING DATE** : 03 February 2023
- NOTE** : 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 well as most recent pay slip as compared to the Public Service, 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/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), 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. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and 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. 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. The below post is a senior management post. 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 therefore submit proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Shortlisted candidates must provide proof of successful completion of the course.

MANAGEMENT ECHELON

- POST 02/21** : **CHIEF AUDIT EXECUTIVE REF NO: PHA-01/23-COGTA**
- SALARY** : R1 308 051 per annum (Level 14), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, and a three year NQF level 7 qualification as recognised by SAQA, preferably in Internal Auditing or related to the technical requirements of the post with 5 – 10 years' relevant experience at senior

management level in an Auditing environment. Proficient in MS Excel and MS Word. Senior Management Pre-Entry Programme to be completed before appointment to the post. Additional Requirements (Advantage): A postgraduate qualification in Internal Auditing or equivalent (NQF 8 as recognised by SAQA). Certified Internal Auditor/Certified Internal Audit Technical/ Professional internal Audit Technician. MS Project and MS PowerPoint. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Risk and compliance audits. Risk assessment knowledge. Operational audits and Information Technology audits. Risk Management and auditing practices. The Public Finance Management Act. Corporate Governance. Risk management and auditing practices.

DUTIES : The successful candidate will perform the following duties: Provide Strategic Leadership and guidance on the Three-year Rolling Plan and the Annual Internal Audit Plan and Combined Assurance Plan. Provide Strategic Leadership and guidance on the annual review of the Internal Audit and Audit Committee Charters. Ensure the implementation of the Annual Internal Audit Plan and Combined Assurance Plan. Ensure that audit findings are appropriately reported and that the required actions are undertaken. Ensure that the Accounting Officer and management establish and maintain effective, efficient and transparent systems of risk management and internal controls. Monitor the effectiveness of the controls around the computer systems of the Department. Manage and monitor the forensic investigation of the Department.

ENQUIRIES APPLICATIONS : Mr J Tidimane Tel No: 012 334 0734
: Applications may be submitted electronically via email at: Executives@phakipersonnel.co.za For application enquiries contact Rebeccah Hatlane Tel No: (011) 941 1953

POST 02/22 : **DIRECTOR: CORPORATE SECRETARIAT AND EXECUTIVE SUPPORT REF NO: PHA-02/23-COGTA**

SALARY : R1 105 383 per annum (Level 13), an all-inclusive remuneration package. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE REQUIREMENTS : Pretoria
: A Grade 12 certificate and an undergraduate qualification in Public Administration / Management / Business Administration / Social Science or equivalent qualification (NQF Level 7 as recognised by SAQA). At least 5-10 years' experience at middle management level in Corporate Secretariat environment. Technical competencies: Local Government policies and legislation. Public Administration. Government systems and procedures. Intergovernmental relations act and structures. Cabinet and parliament procedures and protocol. Additional requirements: Senior Management Pre-Entry Programme. Required: Proficient in MS PowerPoint, and MS Project. A valid driver's licence. The successful candidate is expected to travel extensively

DUTIES : The incumbent will be expected to perform the following duties: Oversee the coordination and processing of e-submissions for the Director-General and Minister's approval. Direct, coordinate and provide secretariat services for monthly MINEXCO meetings (12). Direct, coordinate and providing secretariat for monthly EXCO meetings (12). Develop, maintain, and communicate an accurate COGTA Strategic Diary reflecting on compliance reports due. Oversee the management for the recordings of all action items, resolutions, follow-up, and report on the implementation of all resolutions. Oversee the coordination and provide support to portfolio committee meetings.

ENQUIRIES APPLICATIONS : Mr J Tidimane Tel No: (012) 334 0734
: Applications must be submitted electronically via email to Recruit5@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

OTHER POSTS

- POST 02/23** : **DEPUTY DIRECTOR: INFRASTRUCTURE REF NO: PHA-03/23-COGTA**
- SALARY** : R766 584 per annum (Level 11), an all-inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Web and Application Development/Information Technology/Information Management/Computer Science or equivalent (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in an Information Technology/Information Management related field. Proficient in MS Excel and MS Word. A valid driver's license and willingness to travel. Additional Requirements (Advantage): MS Project and MS PowerPoint. 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: Internet technologies and related knowledge on licensing. Knowledge on storage area networks. Knowledge of networks (LAN and WAN) and VPN. Knowledge on system administration and Windows OS 2019. Knowledge on VMware for management of the virtual environment. Knowledge on Veeam for management of backups. Knowledge on Exchange server 2016/2019 including O365. Knowledge on PABX systems and telephone management systems. Technical standards/procedures.
- DUTIES** : The successful candidate will perform the following duties: Providing technical support to a strategic portfolio for the infrastructure platforms for the NDMC. Providing technical support of the Local Area Network. Providing technical support of the PABX including VoIP and monthly telephone usage reports. Providing technical support of the NDMC datacenter.
- ENQUIRIES** : Mr R Moolla Tel No: 012 848 4629
APPLICATIONS : Applications may be submitted electronically via email at: Recruit6@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953
- POST 02/24** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: PHA-06/23-COGTA**
- SALARY** : R766 584 per annum (Level 11), an all-inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Internal Auditing (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in Internal Auditing environment. Proficient in MS Word and MS Excel. Additional Requirements (Advantage): Certified Internal Auditor/Certified Internal Audit Technical/ Professional internal Audit Technician. 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: Operational and performance audits. Risk management and auditing practices. The Public Finance Management Act and Treasury regulations. Knowledge of International Professional Practice Framework (IPPF). Corporate governance. Treasury audits. Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Manage the development and review of internal audit policies, charters, methodologies, and plans. Manage the implementation process of audit policies, charters, methodologies, and plans. Perform and manage the audits to ensure that professional standards maintained in the planning, execution, reporting and monitoring. Prepare draft audit report, manage quality of the draft report, and discuss value-adding recommendations with relevant management
- ENQUIRIES** : Mr S Sebola Tel No: 012 334 0727
APPLICATIONS : Applications may be submitted electronically via email at: Recruit11@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 02/25 : **DEPUTY DIRECTOR: EASTERN CAPE (LOCAL GOVERNMENT OPERATIONS AND SUPPORT) REF NO: PHA-07/23-COGTA**

SALARY CENTRE : R766 584 per annum
: Pretoria

REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Public Administration/Social Science or equivalent (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel, MS Word. A valid driver's license and willingness to travel. 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: Advanced project coordination skills. Advanced project/programme management development. Planning and organising. Project/programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Manage the development, review and implementation of the district one plan. Manage the development, implementation and monitoring of Municipal infrastructure projects. Manage the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Manage the roll out of Community Work Programme.

ENQUIRIES APPLICATIONS : Mr P Matomela Tel No: 012 334 5684
: Applications may be submitted electronically via email at: Recruit4@phakipersonnel.co.za For application enquiries contact Koena Tibane Tel No: (011) 941 1953

POST 02/26 : **DEPUTY DIRECTOR: KWAZULU-NATAL (LOCAL GOVERNMENT OPERATIONS AND SUPPORT) REF NO: PHA-08/23-COGTA (X2 POSTS)**

SALARY CENTRE : R766 584 per annum (Level 11)
: Pretoria

REQUIREMENTS : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Public Administration/Social Science or equivalent (NQF level 7 or 6 as recognised by SAQA) with 3 to 5 years' experience in a related field. Proficient in MS Excel, MS Word. A valid driver's license and willingness to travel. 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: Advanced project coordination skills. Advanced project/programme management development. Planning and organising. Project/programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Manage the development, review and implementation of the district one plan. Manage the development, implementation and monitoring of Municipal infrastructure projects. Manage the monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Manage the roll out of Community Work Programme.

ENQUIRIES APPLICATIONS : Ms N Njokweni Tel No: 012 848 4714
: Applications may be submitted electronically via email at: Recruit3@phakipersonnel.co.za For application enquiries contact Mxolisi Makhasana Tel No: (011) 941 1953

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : **Pretoria:** Must be forwarded 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, marked for the attention: Human Resources Management
Cape Town: 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
- CLOSING DATE** : 13 February 2023
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. 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 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 and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Shortlisted candidates must provide proof of successful completion of the course. 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 a performance agreement and an 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.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 01 dated 13 January 2023, The reference number has been amended as follows (1) Assistant Director: Woodlands and Indigenous Forest Management (X2 Posts) (Ref No: Limpopo – B&C1/2023) and (Ref No: Mpumalanga – B&C2/2023). (2) Forester (Ref No FOM7/2023). The closing date has been extended to 06 February 2023.

MANAGEMENT ECHELON

- POST 02/27** : **CHIEF DIRECTOR: FACILITIES MANAGEMENT REF NO: CMS03/2023**
- SALARY** : R1 308 051 per annum, (all-inclusive salary 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** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Facilities Management/Business Administration or relevant qualification on NQF 7 within the related field as recognized by SAQA. Five (5) years of experience at a senior managerial level

in facilities or buildings management, security and transport policies and procedures. Understanding of building management legislation, PPP and OHS regulatory framework. Strategic capability and leadership; people management and empowerment. Understanding of Hierarchy and management structure of the department. Knowledge of policy development and implementation. Understanding of change management and financial management. Programme and Project Management skills. Ability to lead a multidisciplinary team. Strategic planning and leadership management skills. Sound organising, planning and excellent communication skills, analytical, innovative, problem solving, and interpersonal skills. Ability to work under pressure and long hours. Proof of completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).

DUTIES : Develop, implement, and oversee implementation of policies, norms, protocols, strategies for facilities, security, vetting and travel management services to meet the operational and strategic needs of the Department. Develop, Manage, and oversee the implementation of OHS policies and systems and ensure compliance with the Occupational Health Safety ACT and regulation. Ensure safe, healthy, flexible environments for workers, both inland and coastal. Ensure that transport and travel services are managed efficient and effective within the department. Manage compliance with transport directives for GG Fleet/subsidised vehicles. Manage and oversee facilities and building management services in line with GIAMA and space norms and standards. Implement and oversee the building management system and ensure just-in-time maintenance is implemented to prevent asset failure and maintain high standards of all departmental occupied buildings. Monitor energy consumption and CO2 emissions, within the building and ensure sustainable performance of the departmental building portfolio. Ensure workplace management, forecast future space needs, provision of the required space and optimal workspace utilisation. Provide auxiliary, cleaning, hygiene, registry and document management services for the department. Ensure the development and implementation of disaster recovery and continuity plans within the facilities management services. Ensure sound facilities contract management for PPP. Oversee the registry and document management services in line with the Archives Act. Manage the security function and information management security services for the Department. Develop, implement security policies, protocols, procedures, and systems for the department. Ensure compliance and oversee the contracts and service level standards for outsourced services.

ENQUIRIES : Ms Tracy Bhunu Tel No: 012 399 9450

POST 02/28 : **CHIEF DIRECTOR: MONITORING, CONTROL & SURVEILLANCE REF NO: FIM 01 /2023**

SALARY : R1 308 051 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 : Cape Town (Foretrust Building)
REQUIREMENTS : Bachelor's degree in Natural/Environmental Science/Law (NQF 7) or relevant equivalent qualification as recognized by SAQA. A minimum of five (5) years of experience in a senior managerial position. Knowledge and understanding of the Marine Living Resources Act, Public Finance Management Act and National Treasury Regulations. Sound knowledge and understanding of all the legislation and regulations that govern the Public Service including the Public Service Act and the Labour Relations Act etc. Knowledge of government policies and priorities for the Department. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Project and management skills. Strategic capability and leadership. Financial and change management.

DUTIES : Ensure the development of policies and legislation for monitoring, control and surveillance; Oversee the review, development and implementation of policies and guidelines for monitoring, control, and surveillance of marine and coastal areas. Oversee the review, development and implementation of any other relevant policies as prescribed by principles; Facilitate the development of standard operating procedures for inspectors. Facilitate the development and implementation of species-specific strategies and programmes for preventing

illegal harvesting of Marine and coastal resources: Ensure accountability of all Directorates in reporting on the deployment of programmes; Co-ordinate and manage the Honorary Marine Inspector programme. Oversee the execution and management of ocean and land- based investigations/inspections for compliance: Drive strategies by identifying priorities to be investigated by the Chief Directorate. Ensure inspections of SA flagged and foreign vessels for compliance with fishing regulations. Liaise with legal services and facilitate the prosecution of transgressors. Enhance relationships with other law enforcements and conservation agencies. Co-ordinate and manage regional and international obligations. Promote educational awareness on Marine Living Resources Act (MLRA) and procedures.

- ENQUIRIES** : Ms S Middleton at 082 371 6088
- POST 02/29** : **DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: ODG01/2023**
- 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 REQUIREMENTS** : Pretoria
: An undergraduate Degree in Public Administration/ Strategic Management or relevant qualification on NQF Level 7 as recognized by SAQA. Five (5) years of experience at a middle / senior managerial level within the relevant field. Knowledge of environmental and development issues (globally, regionally and locally), strategic management and service delivery innovation. Understanding of programme and project management. Ability to manage and plan for activities including projects and policy matters. Knowledge of HR management practices, legal issues and negotiations. Change and financial management. Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and manage the budget. Sound organising and planning skills. Stakeholder engagement and negotiation skills. People management and empowerment. Strategic capability and leadership. Ability to work under pressure and long hours. Completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG).
- DUTIES** : Manage the office of the Director-General and provide strategic support to ensure efficient and effective service delivery of the department mandate. Manage the overall administration function in the office of the Director-General. Manage incoming and outgoing Ministerial and Director-General correspondence. Provide effective and efficient secretarial and administrative support service to the Director-General. Manage the Director-General's diary. Coordinate the preparation and support for all Director-General's meetings and travel arrangements. Manage the process for performance management of managers reporting to the Director-General. Provide parliamentary support services in the office of the Director-General. Facilitate responses to parliamentary questions in the Department. Liaise with Portfolio Committee secretary, Minister, and Deputy Minister PLO officials regarding parliamentary matters. Prepare delegation list and apologies for portfolio and select committee meetings. Render a strategic and efficient support service regarding quality control, editing, translation and terminology development relating language matters. Manage language policy planning, implementation, and monitoring. Ensure quality control and the promotion of the official languages of the Department in terms of Use of Language Act. Develop prescripts and compile reports and statistics to be submitted to Pan South African Languages Board and the Minister of Sports, Arts and Culture in terms of UOLA. Manage a panel of language agencies to assist with translations for the department. Manage the overall financial, human resource and reporting requirements for the office of the Director-General.
- ENQUIRIES** : Ms Z Maistry Tel No: 012 399 9117
- POST 02/30** : **DIRECTOR: OFFSHORE RESOURCE RESEARCH REF NO: FIM 02 /2023**
- SALARY** : R1 105 308 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.

<u>CENTRE REQUIREMENTS</u>	: Cape Town (Foretrust Building) : Bachelor's degree in Natural Science/Environmental Science (NQF 7) or relevant equivalent qualification as recognized by SAQA plus five (5) years of experience in a middle/senior managerial position in an environmental/Fisheries field. Sound Knowledge and understanding of relevant legislations and regulations that govern the Public Service Including the PFMA and Treasury Regulations, Public Finance Management Act and National Treasury Regulations, the Public Service Act and Regulations, the Labour Relations Act. Knowledge of Marine Living Resources Act and all the applicable legislations. Background in research in a Marine related field. Knowledge of fisheries production system. Knowledge of marine biology, fish biology, aquatic vertebrate or invertebrate reproductive biology. Knowledge of research methods and processes. Knowledge of currents state and trends in fisheries research and management (globally). Applicant must display strategic capabilities and leadership skills, coupled with good financial management, problem solving analysis capabilities, Programme Project and management. change management. Knowledge Management, Service Delivery Innovation and strong people management and empowerment skills. Client orientation and Customer focus, Communication & honesty and integrity.
<u>DUTIES</u>	: Manage research on fish stocks for offshore fisheries resources. Manage the provision of scientific advice for offshore fisheries resources. Manage the provision of fisheries stock assessments for fisheries resources. Manage the provision of histology and ageing services for fisheries resources. Manage international, multilateral, and bilateral marine and fisheries agreements, and co-ordinated approach with regional and sub-regional countries and programmes.
<u>ENQUIRIES</u>	: Dr K Prochazka at 083 302 8191
<u>POST 02/31</u>	: <u>DIRECTOR- SUPPLY CHAIN MANAGEMENT AND ASSETS REF NO: FIM04/2023</u>
<u>SALARY</u>	: 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.
<u>CENTRE REQUIREMENTS</u>	: Cape Town (Foretrust Building) : Bachelor's Degree in Supply Chain Management (NQF level 7) or relevant and equivalent qualification as recognised by SAQA. Applicants must have 5 years of experience at middle management level in an accounting (finance) or supply chain environment. The incumbent must have knowledge and experience in Supply Chain and Asset Management. Applicants must have an in-depth knowledge of all applicable financial legislation and regulations, including exposure to the Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations, Broad- Based Black Economic Empowerment Act (BBBEEA), Standards of Generally Recognised Accounting Practice (GRAP) and the Public Finance Management Act (PFMA). Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). Proven experience in Supply Chain and Asset Management) at a strategic and operational level, including resolving complex reconciling items, reviewing work, monthly and quarterly statutory reporting as well as preparing disclosure notes for annual financial statements and year-end audit schedules. Proven leadership, management, project management, communication, interpersonal, conflict resolution, analytical and financial management skills. Must be computer literate and be able to work under pressure.
<u>DUTIES</u>	: Provide strategic direction, leadership and management with regard to the Supply Chain Management (and Asset Management functions of the Marine Living Resources Fund (MLRF). Develop, manage and execute the key strategic objectives and business plan of the Supply Chain and Asset Management unit of the MLRF. Ensure the necessary organizational capacity is created and managed for delivery on core operational requirements. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management. Interpret, understand and implement Supply Chain Management and asset management as contained in relevant legislation, regulations and

GRAP standards. Develop and implement relevant policies and procedures with respect to Supply Chain and Asset Management for the MLRF. Develop and implement internal control procedures to ensure the effective functioning of the unit and management of risk. Ensure sound contract management for the MLRF. Manage and control MLRF assets (including disposal management). Management of procurement risk arising from contracts and asset disposals. Provide advisory service in determining the Bid evaluation criteria, compilation of Bid documents, evaluation of Bids and recommendations to the MLRF Bid Committee. Provide a support service to the Chief Director: Financial Management MLRF and other Senior Managers in the execution of their functions (reporting and other) in terms of the Marine Living Resources Act, Public Finance Management Act and Treasury Regulations. Liaise with relevant role-players in the Branch Fisheries Management and MLRF environment regarding specific and transversal procurement matters.

ENQUIRIES : Mr. W Rooifontein at (082) 822 2882

OTHER POST

POST 02/32 : **DEPUTY DIRECTOR: ADMINISTRATION & COORDINATION SUPPORT**
REF NO: FIM 03 /2023

SALARY : R766 584 per annum, (an all-inclusive annual remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : Bachelor's degree or National Diploma in Public Management/Office Management or relevant equivalent qualification. Minimum of 3-5 years' experience in administration as an assistant Director. Good research methodologies and presentation skills. Knowledge of Public Service and Departmental procedures and prescripts. Good command of written and oral English and other languages. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work with difficult persons and to resolve conflict. Project management. Good interpersonal relations skills.

DUTIES : Provide document management. Monitor and follow up on finalization of outstanding DG /Ministerial referrals and media queries. Coordinate the finalization of Branch Parliamentary Questions. Provide effective administration duties for the Branch. Develop an action list for decisions and monitor implementation. Monitor branch expenditure and raise flags with managers. Provide strategic planning and reporting. To develop the Annual Performance Plan (APP) for the branch and for the Marine Living Resources Fund (MLRF). Coordinate finalisation of inputs to the departmental strategic plan. Coordinate the finalisation of the strategic plan for the Marine Living Resource Fund (MLRF). Manage human resource issues within the Branch. Coordinate ad-hoc projects and implementation of management meeting resolutions.

ENQUIRIES : Ms S Middleton at 082 371 6088

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 06 February 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal.

OTHER POST

- POST 02/33** : **PRINCIPAL COMMUNICATION OFFICER REF NO: 3/1/5/1-23/06**
Directorate: International Media Engagement
(Twelve Months Contract)
- SALARY** : R331 188 per annum (Level 08), plus 37% of the annual notch
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) in Communication, Public Relations, Journalism, Media Studies or equivalent related qualification as recognised by SAQA. Two (2) years relevant communication experience in the international environment or organization. Understanding of international media programmes and foreign media operations. Essential Skills in Planning, Organising and project

management. Advanced writing for media, Presentations skills, Computer literacy (Ms Word, Excel and PowerPoint), Communication skills, Listening and observations.

DUTIES

: The development of media plans and interviews schedules for International media projects. Facilitate the accreditation of domestic and international media and maintain database thereof. Manage a comprehensive record of IME projects through tracking methods using a detailed action plan. Perform media liaison activities and the distribution of Op-Eds. Coordinate proactive media activities to support the Government's international Programme of Action. The incumbent is to work closely with the team and support other government departments on international events and programmes.

ENQUIRIES

: Ms Mmemme Mogotsi Tel No: (012) 473 0355

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 06 February 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 sent 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) only. Failure to submit the above documents will result in the application not considered and deemed a regret. 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. 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. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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.

MANAGEMENT ECHELON

- POST 02/34** : **DIRECTOR: CALL CENTRE REF NO: DIR/CC/CRM/2023/01-1P**
Client Relationship Management
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive package)
: Pretoria (Based at Trevenna)
: A relevant three-year B Degree/B Tech qualification or equivalent three-year qualification (at least a minimum of NQF7) coupled with at least eight (8) years demonstrated experience within the Call Centre/Customer Service environment of which five (5) years' should be at a middle/senior management level. Experience gained in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Membership of a professional body in the Customer Services field will serve as an advantage. Computer literacy which includes MS Office products. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channels Management). Knowledge of relevant legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Knowledge of relevant systems. Service delivery innovation skills. Client orientation and customer focus skills. Financial management skills. People management and empowerment skills. Programme and Project management skills. Change management skills. Above average communication skills (verbal and written). Knowledge management skills. Problem solving and analysis skills. Strategic capability. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team Player. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Manage the implementation of the Operations Management Strategy. Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor, and review the Directorate policies, procedures, and processes in accordance with best practice and legislation. Ensure implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practice to improve the effectiveness and efficiency of the organisation. Manage the provision of best practices regarding Directorate functions to all stakeholders. Ensure the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customer/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Manage inbound contact Centre services for the Department. Ensure response to and recording of all telephonic inquiries and complaints received from clients via the call management and CRM tools. Ensure attendance of all electronic queries of clients. Ensure resolution of client enquiries. Ensure quality assurance of calls of agent services and provide advice and measures to improve service. Ensure listening and assessment of calls. Ensure the provision of the call centre with performance improvement action plans. Analyse and provide systematic reports to contact centre management. Ensure the monitoring of contact centre system, equipment and agent database and action appropriate interventions. Manage outbound contact centre services for the Department. Ensure that outbound calls are

made to clients. Ensure resolution client queries. Ensure provision of feedback to clients. Manage the provisioning of Enterprise Operations Support Services. Ensure the timeous scanning, and accurate indexing and filing of documents in accordance with the applicable filing system. Ensure the management of mail inbound and dispatch of client files. Ensure for the safekeeping of files, and other relevant confidential documents. Ensure provisioning of registry services. Monitor adherence to the National Archives Act. Manage all the resources in the Directorate. Oversee the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism, and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all the other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

- ENQUIRIES** : Mapule Mahlangu Tel No: 012 399 2639
Application Enquiries: Ms Rebecca Hatlane Tel No: 011 – 941 1953 / 086 1999 960.
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaaf1@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the post is to manage client and stakeholder contact and operations support services in the GPAA. One permanent position for a Director: Call Centre is currently available in the Client Relationship Management Unit of the GPAA.

OTHER POSTS

- POST 02/35** : **DEPUTY DIRECTOR: APPLICATIONS TESTING: BSS REF NO: DDAPPLT/BSS/2023/01-1P**

Business Support Systems

The purpose of the post is to manage the validation and testing of GPAA systems and applications.

- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive package)
: Pretoria (Head-Office)
: A three-year National Diploma/B Degree/B Tech or equivalent three-year qualification in Information Technology or related field (minimum NQF 6 with at least 360 credits). Coupled with a minimum of five (5) years (ideally six (6) years) proven and appropriate experience in the Testing field / the management of Application Development Life Cycle of which at least three (3) years was in a managerial/supervisory capacity. Computer literacy that include a good working knowledge of Microsoft Office Products. Interaction with business users and technical units in respect of testing results, defects and resolution. Test deliverables and resource management. Understanding and application of test governance framework, technical tool application and delivery management. Business Applications support services in an outsourced environment including escalations, root cause analysis and coaching. Business Applications fit on Business Continuity requirements with specific focus on Knowledge Management. High level of Communication skills (written and verbal). Project Management skills. Strategic decision-making skills. Leadership skills. Collaboration skills. Delegation skills. Ability to take initiative. Emotional Intelligence. Integrity. Ability to see the big picture. Demonstrable commitment. Customer service orientation. Structured approach. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Process management and administration: Create

Application Life Cycle Management (ALM) folders for release and change requests. Ensure compliance to the process requirements for test results and test requirements. Ensure that the test and validation process and procedures are excluded by the Functional testers. Prepare reports for monthly Test Lab Functional Test to test Managers and Senior Manager. Prepare reports for monthly Test Lab Automation report to Test Manager and Senior Manager. Functional Testing and Test Analysis: Perform manual test, recording the results and raising defects. Analyze requirements Reviews. Define test requirements. Test case design. Test execution across all test phases and test types. Test data set up. Defect logging. Support automation and performance test processes. Design automation test scripts. Maintain test cases for regression (manual and automated). Perform installations, systems configuration testing including confirming the accuracy of installation documentation and release notes. Provide input to the implementation of external interfaces: Collaborate with internal and external stakeholders to implement new system and processes, enabling integration for external interfaces. Test analysis of implementation requirements for internal and integration testing with external stakeholders.

- ENQUIRIES** : Ismael Radebe Tel No: 012 399 2299
Application Enquiries: Masego Tshetlo on Masego.Tshetlo@gjijima.com or Tel No: 010 449 5681
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to <https://applybe.com/gjijima/search/results/> quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the post is to manage the validation and testing of GPAA systems and applications. One permanent position for an Applications Testing Analyst position is currently
- POST 02/36** : **DEPUTY DIRECTOR: BUSINESS ENTERPRISE RISK REF NO: DD/EWR/2023/01-1P**
Enterprise-Wide Risk
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive package)
: Pretoria (Head-Office)
: A recognized three-year National Diploma/B Degree/B Tech qualification or equivalent three-year qualification (with at least 360 credits, minimum NQF6) in Risk Management or related field coupled with at least six (6) years working experience within the Enterprise Risk environment which includes at least three (3) years' management experience. Computer literacy which includes MS Office (Word processing, Outlook, Powerpoint and Excel). Knowledge/experience in BarnOwl will be an advantage. Knowledge of Risk Management Framework (COSO, ISO 31000, 22301). Knowledge of IT Management and Governance Frameworks (COBIT, PRINCE 2). Knowledge of Corporate Governance (King IV). Knowledge of BarnOwl System. Knowledge of prescribed Regulations and Policies such as PFMA, National Treasury Regulations. Knowledge of Public Service Regulations and other Government Prescripts. Analytical and problem solving skills. Business ethics. Good communication skills (written and verbal). Presentation skills. Planning and Organising skills. Assertive. Proactive approach. Innovative. Teamplayer. Analytical skills. Attention to detail. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.
- DUTIES** : The successful candidate will be responsible for the following functions and include, but not limited to: Manage the implementation of risk analysis, policies, strategy and framework: Develop risk strategy, policies, charter and management framework. Review risk strategies in line with GPAA objectives. Develop, maintain, manage and continuously improve risk management processes, policies standard operating procedures and guidelines. Ensure that risk is identified and assessed. Oversee the implementation of the risk

management plan. Monitor the implementation of the risk awareness plan. Establish a risk committee and a risk champion forum and provide guidelines in the operation thereof. Identify gaps in policies and procedures and establish mechanism to alleviate them. Comply to legislation and adjust strategies, plans and procedures accordingly. Provide risk management services to GPAA: Provide risk awareness campaigns to head office and regional offices. Monitor compliance regarding risk related matters. Co-facilitate risk awareness programmes with stakeholders. Implement risk awareness programme for GPAA. Manage centralised risk management software (BarnOwl). Provide advice with regards to risk related matters. Develop and implement action plans for business units to manager operational risk effectively. Liaise with external and internal auditors. Develop risk mitigation factors to manage risk exposure. Monitor compliance to risk control measures: Identify, procure, implement and maintain an appropriate risk management system to improve effectiveness and efficiency of risk management. Oversee the training in the use of risk management tools and techniques of employees. Implement risk awareness programme for GPAA. Manage the central risk programme (BarnOwl). Monitor the completion of the risk register. Set risk tolerance levels to serve as alerts to management. Monitor compliance to risk policy charter. Manage, implement and maintain enterprise risk scorecard report. Provide risk assurance on business process. Provide guidelines to business units and check that each business's strategy incorporates risk management principles. Provide risk assurance on business processes. Proactively monitor and manage identified risks to minimise risk exposure. Ensure the undertaking of risk assessments to determine the GPAA's current risk exposure. Internal and external stakeholder reporting: Provide feedback reports to relevant stakeholders and business units. Compile action plan monitoring reports. Draft monthly, quarterly and annual reports to management. Generate ad-hoc reports and submit to management. Report on risk ratings on a monthly basis. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Section Management: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements as appropriate. Manage discipline and absenteeism in accordance with organisational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Chief Director, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimise potential risks to stakeholders.

- ENQUIRIES** : Mapule Mahlangu Tel No: 012 399 2639
Application Enquiries: Soniwe Mwamuka on Tel No: 0110218982 or recruitment@masteck.co.za
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Applications@masteck.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the post is to promote and enhance good corporate governance of GPAA through proactive risk management strategies. One permanent position for a Deputy Director: Business Enterprise Risk is currently available in the Enterprise Wide Risk Unit of the GPAA.
- POST 02/37** : **RISK PRACTITIONER: ENTERPRISE-WIDE RISK REF NO: RP-EWP/2023/01-1P**
Enterprise-Wide Risk
- SALARY** : R393 711 per annum (Level 09), (basic salary)
CENTRE : Pretoria (Head-Office)
REQUIREMENTS : A recognized three-year National Diploma/B Degree/B Tech qualification or equivalent three-year qualification (with at least 360 credits, minimum NQF6)

in Risk Management, Commerce or related field. Coupled with four (4) years appropriate proven experience in Enterprise Risk. Computer Literacy which includes Ms Office (Word processing, Outlook, PowerPoint and Excel). Knowledge/experience in BarnOwl will be an advantage. Knowledge of Risk Management Processes (COSO, ISO 31000). Knowledge of BarnOwl system. Knowledge of prescribed regulations and policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations and other Government prescripts. Knowledge of Corporate Governance (King IV). Good analytical skills. Good communication skills both verbal and written. Good planning and organizing skills. Good problem-solving skills. Good interpersonal skills (ability to work with all levels of Management across Business Units). Team player. Approachable and innovative. Assertive. Proactive. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Implementation of risk analysis and monitoring: Identify and assess risks. Assist in providing recommendations for the risk management action plan. Implement risk awareness plan. Assist in reviewing risk strategies to be in line with GPAA objectives. Maintain and compile risk register. Conduct risk awareness campaigns. Verify management action plans and make follow ups on the outstanding management action plans. Identify gaps on policies, procedures and legislations and establish mechanisms to alleviate them. Monitor the effectiveness of the Risk committee and risk champions within the GPAA. Implementation of risk compliance: Update the operational risk control matrix on quarterly basis. Compile risk compliance reports on quarterly basis. Compile enterprise risk scorecard report. Implement enterprise risk scorecard. Undertake risk assessments to determine the GPAA's current risk exposure. Conduct training/risk awareness of employees in the use of risk management tools and techniques. Provide risk assurance on business process. Ensure compliance on risk policy charter. Ensure each business' strategy incorporates risk management principles. Monitor the central risk programme (BarnOwl). Facilitate training on risk awareness to employees in the use of risk management tools and techniques. Provide risk management services to GPAA: Assist in provision of Risk awareness campaigns to head office and regional offices. Co-facilitate risk awareness programmes with stakeholders. Provide advise with regards to risk related matters. Implement action plans for business units to manage operational risk effectively. Liaise with external and internal auditors. Implement risk mitigation factors to manage risk exposure. Provide administrative support to the Strategic and Operational Risk Management (Risk Committee) committees: Prepare and circulate risk committee packs. Compile minutes for operational Risk Management Committee. Make necessary arrangements for Risk team members, Strategic and Operational Risk Management meetings. Assist in the drafting of the reports to be submitted to internal and external stakeholders. Provide report risk rating on a monthly basis.

ENQUIRIES

: Mapule Mahlangu Tel No: 012 399 2639
Application Enquiries: Soniwe Mwamuka Tel No: 0110218982 or recruitment@masteck.co.za

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 signed) to Applications@masteck.co.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the job is to ensure effective and efficient control and monitoring of all risk management activities within GPAA. One permanent position for Risk Practitioner is currently available in the Enterprise Wide-Risk unit of the GPAA.

POST 02/38 : **ASSISTANT DIRECTOR: DIGITAL COMMUNICATIONS REF NO: ASD/DIGCOMM/2023-01-1P**

Information Communication Technology

The purpose of the role is: To provide effective and efficient social media platforms (website) for the GPAA.

SALARY CENTRE REQUIREMENTS

: R393 711 per annum (Level 09), (all-inclusive package)

: Pretoria (Head-Office)

: A three-year National Diploma/B Degree/B Tech or equivalent three-year qualification (minimum NQF 6 with at least 360 credits) coupled with three years (ideally four (4) years') experience in a Digital Communication / Website content / Digital Marketing environment. Computer literacy that would include proficiency in and knowledge of using the following software: Microsoft Office, Microsoft SharePoint and/or SharePoint Online and WordPress. Knowledge of: Digital communication and Digital communication source maintenance. Website maintenance and support. Strategic marketing knowledge. Strong experience of initiating and running successful and innovative digital marketing campaigns. Knowledge of social media and Search Engine Optimization (SEO). Content management and campaign coordination. Business Intelligence. POPI Act. Skills and attributes: Proficiency in multichannel communication technologies rules and regulations. Graphic design and related software skills. Excellent oral and written communication skills (reporting). Proofreading and detailing. Attention to detail. Initiative. Commitment. Customer service orientation. Structured approach. Innovation and creativity. Ability to multitask and work with different teams. Highly motivated, enthusiastic with a "can do" mindset. Outstanding interpersonal skills with ability to develop strong relationships with colleagues and external partners. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following. Publish information on the website: Communicate and consult with the Communications Unit on the design, layout and standard requirements for web content. Ensure that policies and documents are uploaded according to brand compliance and are approved through the Branding and Knowledge Management offices. Ensure consistency and strategic alignment of content on the websites. Communicate and consult with Knowledge Management on website's content to structure information, create and manage layout of the web pages and ensuring content quality control. Ensure that uploaded content has been edited and approved through the Communications Unit. Proactively update information on web pages by requesting updates/information from content owners and Knowledge Management representatives for outdated pages. Ensure user assistance and website availability. Provide advice and technical assistance to web browsers about navigation on GPAA websites. Co-ordinate and liaise with IT regarding GPAA website architecture, maintenance and infrastructure required for the web pages. Update maintenance of GPAA website information (archives, backups, etc.). Proficiency in Microsoft SharePoint and/or SharePoint Online to assist with maintenance on websites. Continuously review web usage and effectiveness to align and enhance it to meet business needs. Digital Communications Administration: Manage and assist with the deployment and maintenance of digital channels (already implemented and to be implemented). Provide input into, implement, and manage communication over multiple communication channels. Assist Communications Unit to communicate information (fit for purpose) depending on the communication channel selected. Prepare GPAA Digital Communications report on digital campaigns, self-service, and calendar items. Assist with User Access Administration on Campaign Manager to ensure that the GPAA staff has

the correct access to the administration functions. Ensure availability of electronic contact details and engage Data Management team to improve data. Social Mining: Provide input into, implement and manage information obtained utilising social mining. Proficiency in social mining technologies rules and regulations. Provide reputation feedback on the GPAA to business. Establish communication back to clients regarding negative feedback. Strategy and Policy development: Provide input into, implement and manage the web content communication strategy. Provide input into, implement and manage the GPAA's electronic communication channels. Manage the information used to update the electronic communication information. Engage with GPAA business units to attend to business requirement to utilise the electronic communication channels. Market GEPF and GPAA websites to relevant stakeholders. Determine user needs, strategies and goals and develop web pages that meet those needs. Identify other social media platforms that can be used effectively for communication to stakeholders.

ENQUIRIES : Ms Felicia Mahlaba Tel No: 012 3191455
APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the role is: To provide effective and efficient social media platforms (website) for the GPAA. One permanent position for Assistant Director: Digital Communications is currently available in the ICT Unit of the GPAA.

POST 02/39 : **ASSISTANT DIRECTOR: INFORMATION SECURITY PROCESS FLOW SYSTEMS REF NO: ASD-PFS/IS/2023-01/1P**
 ICT-Information Security
 The purpose of the role is to facilitate information security process flow activities and initiatives in GPAA.

SALARY : R393 711 per annum (Level 09), (all-inclusive package)
CENTRE : Pretoria (Head-Office)
REQUIREMENTS : A three-year National Diploma/B Degree/B Tech in Information Technology or equivalent three-year qualification (minimum NQF 6 with at least 360 credits) coupled with a minimum of three years (ideally four (4) years') relevant experience in Information Security Management. Experience gained in an Administrative environment will serve as an advantage. Computer literacy which includes a good working knowledge of Microsoft Office. Valid driver's license of at least two years old (copy will be requested). Knowledge of Client Relations Management. Knowledge of GEPF services and products. Knowledge of programme and project management. Knowledge of Public Finance Management Act. Knowledge of Minimum Information Security Standards (MISS). Knowledge of Information Technology. Knowledge of Information Security Systems. Knowledge of Access to Information Legislation. Knowledge of National Archives legislation, prescripts, and regulation. Knowledge of Protection of Information Act. Knowledge of Promotion of Access to Information Act. Knowledge of National Archives Act. Knowledge of Electronic Communications and Transactions Act. Knowledge of Protection of Personal Information Bill. Knowledge of ISO/IEC 2007:2006 standards. Knowledge of Government Employees Pension Law. Analytical skills. Facilitation skills. Presentation skills. Motivational skills. Organisation & coordination skills. Financial management skills. Driving skills. Customer orientation. Ability to communicate at all levels. Ability to build strong network relationships. Work independently. Persuasiveness. Reliability. Stress coping abilities. Self-efficiency.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Implement information security process flow activities: Implement process documentation/workflows, knowledge articles and self-service guidance regarding information security. Collect and document business requirements for project and process improvement/automation efforts. Ensure process workflow modelling in order to collaborate on process improvements, automation capabilities and clearly defined use cases. Review information and trends to ensure that the output of processes are achieving the desired secured results and that services are meeting agreed upon service levels. Conduct maturity assessments against the process activities to highlight areas of improvement or concerns. Identify

issues and risks that could have an impact on the flow of information. Bring inconsistencies and problems to the attention of management. Participate in the problem resolution regarding information security. Track major incident management process and ensure adherence of the process and escalation requirements within the various support and delivery areas. Prepare incident details for postmortem incident reviews. Maintain a complete understanding of and adherence to all IS policies and processes. Ensure initiatives regarding information security: Conduct the implementation of appropriate solutions. Plan and implement initiatives to monitor employee behaviour in terms of compliance to document security. Inform new and current employees on best practices, threats, risks and vulnerabilities relating to document security and document management. Report on potential document management and document security risk and vulnerabilities for dissemination to Information Security Management. Keep update of new, current trends and developments in the Document Security field. Ensure internal liaison and follow up on the progress of Document Security Operational initiatives and projects.

- ENQUIRIES** : Masego Tshetlo Tel No: 010 449 5681
- APPLICATIONS** : It is mandatory to apply on the following URL <https://applybe.com/gijima/search/results/> with a comprehensive CV and new Z83 signed attached. Follow all steps.
- NOTE** : The purpose of the role is to facilitate information security process flow activities and initiatives in GPAA. One permanent position of Assistant Director: Information Security Process Flow Systems is currently available at the Head Office based in Pretoria.
- POST 02/40** : **ASSISTANT DIRECTOR: INVESTMENT ACCOUNTING REF NO: ASD/INVEST/2023/01-1P**
Investment Accounting (Finance)
- SALARY** : R393 711 per annum (Level 09), (basic salary)
- CENTRE** : Pretoria
- REQUIREMENTS** : Recognized three-year Bachelor's Degree/National Diploma/B Tech in the financial field (BComm / B Compt – majoring in Financial Accounting) or equivalent three year qualification majoring in Financial Accounting (at least 360 credits, minimum NQF 6) coupled with four (4) years financial accounting experience which include at least two (2) years' supervisory / managerial experience. Specialized knowledge of and/or experience in investments will be an advantage. SAICA completed articles will be an added advantage. Computer Literacy which include: Ms Office (Word processing, Outlook, Powerpoint and Excel). Knowledge of Financial accounting mandatory. Knowledge of International Financial reporting standards. Knowledge of Regulatory reporting requirements for retirement funds in SA. Knowledge of Risk management. Specialized knowledge of investments will be an advantage. Knowledge of PFMA and National Treasury regulations will be an advantage. Analytical skills. Problem solving skills. Conflict management skills. Effective communication skills (both verbal and written). Time management skills. Ability to work in a team and independently. Ability to function in a complex environment. Adaptability. Conscientious. Resilience. Honesty/integrity. Openness to change. Accuracy and detail oriented. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Assist in Management of Investment Accounting: Research and keep abreast of best practice initiatives and developments within investment accounting to ensure that projects are aligned to best practices. Contribute to development of project plans aligned to best practices and strategy of relevant funds. Develop and coordinate implementation of operational plans. Oversee and ensure an effective

promotion of relationship with all stakeholders. Review investment reports. Review of general ledger reconciliations. Review authorization of journal entries. Monitoring and review of investment accounting policies, frameworks, controls and processes. Assist to develop, implement and maintain internal controls: Identify risks relating to the unit. Design and implement internal controls to mitigate risks. Align internal controls with GPAA's policies and strategic objectives. Ensure continued adherence to developed and approved internal controls. Undertake corrective measures on deviation on internal controls. Oversee risk management processes within the Investment Accounting unit and implementation of action plans. Assist in providing internal financial reporting services: Preparation of the annual, interim, quarterly and monthly financial statements. Ad hoc internal reporting required by management of the relevant funds. Assist in management of audit processes: Liaison with external and internal auditors. Preparation and provision of year end audit file. Preparation and provision of additional information required by the auditors. Resolutions of external and internal audit queries. Implementation of internal and external audit recommendations. Assist in managing all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate organizational communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per prescripts.

**ENQUIRIES
APPLICATIONS**

: Ultimate Recruitment Solutions Tel No: 012 811 1900
 : It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa44@ursonline.co.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role: is to assist in managing investment accounting for GEPF, AIPF and TEPF. One permanent role of ASD: Investment Accounting is currently available at the GPAA based at Head Office Pretoria.

POST 02/41

: **ASSISTANT DIRECTOR: ORGANISATIONAL PERFORMANCE
MONITORING & REPORTING REF NO: ASD/OPM&R/M&E/2023/01-1P**
 Corporate Monitoring and Evaluation
 The purpose of the role is to implement the monitoring frameworks and processes across the organization.

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum (Level 09), (basic salary)
 : Head Office Pretoria
 : A recognized National Diploma/B Degree or equivalent three-year qualification (minimum NQF 6 with at least 360 credits) coupled with Four years' experience in a Monitoring and Evaluation environment. Candidates with specific exposure in Organizational Performance Monitoring will receive preference. Knowledge of Monitoring and Evaluation processes. Knowledge of Governmental Guidelines on Monitoring and Evaluation. Knowledge of Statistical Analysis. Knowledge of Data Quality Standards. Knowledge of Public Services Regulatory Frameworks. Knowledge of Operations research. Analytical skills. Financial skills. Problem solving skills. Presentation skills. Planning skills. People management skills. Technical skills. Customer oriented. Ability to communicate at all levels with exceptional communication skills (verbal and written). Ability to build strong network relationships. Ability to work in a team. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include, but are not limited to the following: Assist in the development and review of policies pertaining to Organizational performance monitoring and evaluation systems: Support the review of the M&E Policy, Strategy, Framework and Approaches. Assist in identification of M&E best practices, latest developments, and trends both nationally and internationally. Assist in development of Standard Operating Procedures for performance monitoring. Monitor compliance by the organization to policies and regulations. Establish whether the existing policies assist in the achievement of set objectives. Assist in developing guidelines for monitoring activities. Implement the monitoring guidelines. Identify and implement new developments in the M&E discipline. Advice on policies and strategies relevant to monitoring, evaluation, other existing policies, and new developments. Assist in the development of Terms of References (TOR). Provide support in implementation of contracts by service providers. Evaluate and compile workshop reports. Assist in reviewing the alignment of the Organisational Strategic Documents and provide strategic Inputs: Assist in developing Strategic Key Performance Indicators (KPI) for the organization. Facilitate Corporate and Business Plan alignment to the strategic goals. Provide M&E capacity building and support to business units. Building of internal capacities for M&E activities and link these into the overall project management methodology. Follow-up and support implementation of M&E recommendations. Implementation of spot checks. Provide M&E feedback to internal and external stakeholders. Market the M&E function through different medium of communication. Conduct needs analysis to identify monitoring needs. Develop and implement manual data collection and reporting tools. Monitor the implementation of Annual Performance Plan (APP) for the organization. Monitor the implementation of SLA's with the GPAA and National Treasury. Provide advice to Manager on the achievement of implemented monitoring approaches and processes. Coordinate organisational quarterly review meetings. Assist in planning for programme and business unit performance and provide strategic input: Assess Annual Performance Plans (APPs) and operational plans in terms of technical requirements of strategic Plans and APP Framework. Participate in assessment of the alignment between Medium Term Expenditure Framework (MTEF) and the organizational performance indicators. Facilitate the development of Technical Indicator Descriptions (TIDs) for organizational performance indicators. Provide M&E technical support to internal and external stakeholders. Follow-up on implementation of work plans and action plans. Facilitate reporting on programmes and business unit activities: Coordinate the collection/submission and analysis of performance monitoring data. Integrate and coordinate the performance monitoring and reporting function in the Organization. Facilitate the compilation of quarterly organizational performance reports. Compile and ensure quality of performance monitoring reports and lessons learnt. Gather, verify, consolidate and analyse data for quarterly, half yearly and annual monitoring of business performance. Communicate organizational performance assessment findings to responsible stakeholders. Conduct gap analysis and produce analytical reports on the implementation of the existing framework and systems to inform decision making. Participate and contribute to the development of the Annual Report for tabling in Parliament. Perform other activities relevant to Performance Monitoring as and when requested.

ENQUIRIES

: Mr Ismael Radebe Tel No: 012 399 2299 or Mpho Ngubane Tel No: 011 884 8010

APPLICATIONS

: It is mandatory to email your application (comprehensive CV and new Z83 signed) to applicationsgpaa@afrikan.co.za quoting the reference number in the subject heading of the email.

NOTE

: The purpose of the role is to implement the monitoring frameworks and processes across the organization. One permanent position for Assistant Director: Organizational Performance Monitoring & Reporting in the CM&E Business Unit is currently available at the Government Pensions Administration Agency – Head Office.

POST 02/42

: **CUSTOMER SERVICE AGENT – MPUMALANGA REGION REF NO: CSA/MPUM/2023-01-1C**
Client Relationship Management
(12 months contract)

SALARY

: R218 064 per annum (Level 06), plus 37% in lieu of benefits

**CENTRE
REQUIREMENTS**

: Nelspruit – Mpumalanga
: An appropriate three-year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage (IsiSwati/isizulu, and Tsonga). The applications of individuals currently residing in the Province applying for may receive preference (Mpumalanga and adjacent areas). A valid driver's license of at least 12 months (a copy of the license will be requested). Excellent problem-solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for. Willingness to travel. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide / request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES

: Eugene Geldenhuys Tel No: (011) 883 5035 or Mapule Mahlangu Tel No: 012 399 2639

APPLICATIONS

: It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps.

NOTE

: One contract position of Customer Service Agent is currently available at Nelspruit Regional office of the GPAA – 12 months contract. The purpose of the role: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

POST 02/43 : **CUSTOMER SERVICE AGENT – LIMPOPO REGION REF NO: CSA/LIMP/2023-01-2C**
Client Relationship Management
(12 months contract)
The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

SALARY CENTRE REQUIREMENTS : R218 064 per annum (Level 06), plus 37% in lieu of benefits
: Polokwane Regional Office
: An appropriate three-year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions OR_A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage (Sipedi, Tshivenda and Xitsonga). The applications of individuals currently residing in the Province applying for may receive preference (Limpopo and adjacent areas). A valid driver's license of at least 12 months (a copy of the license will be requested). Excellent problem-solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for. Willingness to travel. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES : Ms Felicia Mahlaba Tel No: 012 319 1455 or Eugene Geldenhuys Tel No: (011) 883 5035

APPLICATIONS : It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps.

NOTE : Two contract positions of Customer Service Agent are currently available at Polokwane Regional office of the GPAA – 12 months contract. The purpose of the role: To provide administrative functions and to resolve queries and

complaints on first contact within the Clients Relationship Management environment.

POST 02/44

CUSTOMER SERVICE AGENT – LIMPOPO REGION REF NO: CSA/THOHO/2023-01-1C

Client Relationship Management
(12 months contract)

The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

SALARY CENTRE REQUIREMENTS

R218 064 per annum (Level 06), plus 37% in lieu of benefits
Thohoyandou Satellite Office
An appropriate three-year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions Or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage (Tshivenda and Xitsonga). The applications of individuals currently residing in the Province applying for may receive preference (Limpopo and adjacent areas). A valid driver's license of at least 12 months (a copy of the license will be requested). Excellent problem-solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for. Willingness to travel. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

DUTIES

The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES

Ms Felicia Mahlaba Tel No: 012 319 1455 or Eugene Geldenhuys Tel No: (011) 883 5035

APPLICATIONS

It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps.

NOTE : One contract position of Customer Service Agent is currently available at Thohoyandou Satellite office of the GPAA – 12 months contract. The purpose of the role: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

POST 02/45 : **CUSTOMER SERVICE AGENT – NORTH WEST REGION REF NO: CSA/MAF/2023-01-2C**
Client Relationship Management
(12 months contract)
The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.

SALARY : R218 064 per annum (Level 06), plus 37% in lieu of benefits
CENTRE : Mafikeng Regional Office
REQUIREMENTS : An appropriate three-year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage (Setswana). The applications of individuals currently residing in the Province applying for may receive preference (North West and adjacent areas). A valid driver's license of at least 12 months (a copy of the license will be requested). Excellent problem-solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for. Willingness to travel. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES : Mr Mbongiseni Nkosi Tel No: 012 3992202 or Eugene Geldenhuys Tel No: (011) 883 5035

- APPLICATIONS** : It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps.
- NOTE** : Two contract positions of Customer Service Agent are currently available at Mafikeng Regional office of the GPAA – 12 months contract. The purpose of the role: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.
- POST 02/46** : **CUSTOMER SERVICE AGENT – NORTH WEST REGION REF NO: CSA/RUST/2023-01-1C**
 Client Relationship Management
 (12 months contract)
 The purpose of the role is to provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.
- SALARY** : R218 064 per annum (Level 06), (plus 37% in lieu of benefits)
- CENTRE** : Rustenburg Satellite Office
- REQUIREMENTS** : An appropriate three-year tertiary qualification (at least 360 credits NQF level 6) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions Or A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage (Setswana). The applications of individuals currently residing in the Province applying for may receive preference (North West and adjacent areas). A valid driver's license of at least 12 months (a copy of the license will be requested). Excellent problem-solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for. Willingness to travel. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly

- production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.
- ENQUIRIES** : Mr Mbongiseni Nkosi Tel No: 012 3992202 or Eugene Geldenhuys Tel No: (011) 883 5035
- APPLICATIONS** : It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps.
- NOTE** : One contract position of Customer Service Agent is currently available at Rustenburg Satellite office of the GPAA – 12 months contract. The purpose of the role: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.
- POST 02/47** : **CUSTOMER SERVICE AGENT – FREE STATE REGION**
Client Services
(12 months contract)
The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment.
- SALARY CENTRE** : R218 064 per annum (Level 06), plus 37% in lieu of benefits
Bloemfontein Regional Office and Phuthaditjaba Satellite Office Free State:
CSA Bloemfontein Regional Office Ref No: CSA/BFN/2023-01-2C
CSA Phuthaditjaba Satellite Office Ref No: CSA/PHUT/2023-01-2C
- REQUIREMENTS** : An appropriate three-year tertiary qualification (NQF 6 with at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care preferably in Life Insurance or Employee Benefits or Medical Aid environments or similar financial institutions. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage (Setswana, Sesotho, Xhosa, Afrikaans). The applications of individuals currently residing in the Province applying for may receive preference (Free State and adjacent areas). A valid driver's license of at least 12 months (a copy of the license will be requested). Excellent problem-solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for. Willingness to travel. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM: Handle all face-to-face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office: Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide / request feedback to various clients and stakeholders. Follow-up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of

documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports: Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES : Mr Ismael Radebe Tel No: 012 399 2299 or Eugene Geldenhuys Tel No: (011) 883 5035

APPLICATIONS : It is mandatory to apply on the following URL <https://affirmativeportfolios.co.za/GPAA/> with a comprehensive CV and new Z83 signed attached. Follow all steps.

NOTE : The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. Four contract position of Customer Service Agent are currently available at CRM Free State Region of the GPAA – 12 months contract. Two will be stationed at Bloemfontein Regional Office and two will be stationed at Phuthaditjaba Satellite Office.

POST 02/48 : **HR ADMINISTRATOR: LABOUR RELATIONS REF NO: ADMIN/LR/2023-01/1C**

Human Resources: Employee Relations
(12 months contract)

The purpose of the role is to provide administrative support on Labour Relations (LR) matters within the organization.

SALARY : R218 064 per annum (Level 06), plus 37% in lieu of benefits

CENTRE : Head Office Pretoria

REQUIREMENTS : A recognized three year National Diploma/B Degree or equivalent three year qualification (at least 360 credits with minimum NQF6) in Labour Relations / Industrial Relations or related field with at least 18 months experience within the Labour Relations environment. Or Grade 12 with at least 3 years' experience within the Labour Relations environment. Computer literacy that includes a good working knowledge of Microsoft packages. Knowledge of Labour relations. Knowledge of Human Resources. Knowledge of Office management and filing of documents. Knowledge and understanding of Labour Relations legislation. Communication skills. Planning and Organizing skills. Ability to communicate at all levels (verbal and written). Customer orientation. Good teamwork. Take note of the requirements regarding a new Z83 effective 1 January 2021 as per the DPSA regulations as well as all other requirements specified in the footer. Take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. The certification of all supporting documents will be expected of the shortlisted candidates only. Interviews may be conducted via a virtual medium which will be discussed with each shortlisted applicant. The applicant should have the necessary data and equipment for this purpose. 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.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Handle misconduct and grievance cases: Keep correct records of disciplinary and grievance cases. Ensure that all cases are recorded on the registers and PERSAL. Track submissions of documents and provide feedback to stakeholders. Liaise with stakeholders to obtain information for meetings, disciplinary and grievance hearings. Compile relevant documentation for disciplinary and grievance hearings as well as meetings. Draft memos for disciplinary, grievance hearing and meetings. Provide logistical support to Employee Relations: Arrange meetings for the Employee Relations unit. Make travel arrangements and accommodation reservations. Monitor progress and confirmation of arrangements with stakeholders. Invite stakeholders to meetings. Taking minutes at meetings and/or hearings. Liaise with supply chain management for all the procurement needed in the unit. Management of Employee Relations correspondence: Record all incoming and outgoing correspondence. Coordinate the unit activities and reporting to various stakeholders. Facilitation of training: Provide training to GPAA staff on Labour Relations matters. Prepare and distribute handouts where applicable.

- ENQUIRIES** : Ms Felicia Mahlaba Tel No: 012 319 1455. Application enquiries: Soniwe Mwamuka Tel No: 0110218982
- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Applications@masteck.co.za quoting the reference number in the subject heading of the email.
- NOTE** : The purpose of the role is to provide administrative support on Labour Relations (LR) matters within the organization. One contract position of HR Administrator: Labour Relations is currently available at GPAA Head Office on a 12 months contract, based in Pretoria

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Letaba Technical and Vocational Education and Training (TVET) College)
(Central Johannesburg TVET College)
(Western Cape CET College)
(Ingwe TVET College)

OTHER POSTS

- POST 02/49** : **PROFESSIONAL NURSES REF NO: CJC/PN/2023 (X4 POSTS)**
 Re-advertised and candidate who had applied previously may re apply.
- SALARY** : Grade 1: R400 644 per annum, plus benefits as applicable in the Public Sector (1 Year Contract, College Council Paid)
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : A basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Primary Health Care (PHC). Shortlisted candidates will be required to provide Proof of current registration with SANC. A minimum of 4 years' appropriate/ recognisable experience in the speciality after obtaining registration as a Professional Nurse after registration with SANC as Professional Nurse. Skills: Good communication skills and decision making. Ability to plan, prioritise and organize workload.
- DUTIES** : Rendering a basic PHC service to employees within the CJC College Health Services in the Campus Clinics. Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing practice services as determined by the health facility. To provide nursing care that leads to improved health service delivery by upholding principles of Batho – Pele and 6 Ministerial Priorities. Maintain own professional growth and ethical standards and practice. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients that is: oxygen supply, nutrition, fluid elimination and electrolyte balance and safe therapeutic environment. Ability to screen patients on health-related issues such as: TB, HIV, COVID 19 and any other condition. Management of vaccinations against COVID-19, where applicable. Maintaining stock levels of PPE, stationary, equipment and medication. Implementation and monitoring of Health care waste compliance. Compile PHC stats on a monthly basis. Creation of OHS awareness in the College. Implement standards, practices and criteria for quality nursing. Participate in training, research, supervision and management of student and junior nurses. Assist in supervising and monitor staff performance in accordance with Performance Management & Development System (PMDS). Analyse patients' report, implement interventions where required and keep records. Ensure proper utilization of human, material and financial resources. Ability to work within a team. Conduct any general administration duties as delegated by the clinic manager.
- ENQUIRIES** : Ms. P James at jamesp@cjc.edu.za
- APPLICATIONS** : All applications are to be sent via email to recruitment76@cjc.edu.za
- NOTE** : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, stating the post you are applying for and the relevant reference number, b) a recently updated CV only. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority

(SAQA) and to provide proof of such evaluation (when shortlisted). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
03 February 2023 at 16:00

CLOSING DATE

POST 02/50

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: LET 22/01/2023
Permanent

SALARY
CENTRE
REQUIREMENTS

R393 711 per annum (Level 09)
Central Office
An appropriate National Diploma/bachelor's degree in Information Technology or equivalent qualification. Five years relevant working experience in the IT industry or in an IT role of which two years must be on a supervisory level. Knowledge of different types of Information Communication Technology (ICT) systems and processes. Knowledge of Microsoft deployment server and volume licensing. Basic knowledge of project management monitoring and evaluation; ability to make presentation and good interpersonal skills; ability to mentor and coach subordinates. Must have a valid driver's license and advanced computer skills.

DUTIES

Formulate ICT policies and procedures. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Perform system backups. Maintain the WAN and LAN networks. Provide specifications to the SCM Unit for the purchase of software and hardware. Manage the provision of IT training. Monitor the provision of software application support by the Network Controllers. Manage the schedule of computer repairs and maintenance, and installations. Deploy and license software. Manage Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

ENQUIRIES
APPLICATIONS

Mr P Mokhonazi /Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag x 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

NOTE

interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, SACE and quota work permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE

03 February 2023 at 16:00

POST 02/51

SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: CJC/MAC/2023
Re-advertised and candidate who had applied previously may re apply.

SALARY

R331 188 per annum (Level 08), plus benefits as applicable in the Public Sector

CENTRE

Central Office: Park Town

<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. Recognized three (3) year National Diploma /Bachelor Degree in Management Accounting. Any relevant Degree with Management Accounting as a major. A postgraduate qualification in Management Accounting will be advantageous. 5 years' work experience in a financial environment. Knowledge: Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, Standards of Generally Recognised Accounting Practice (GRAP). Knowledge of financial and administrative processes. Knowledge of an accounting system (ITS Accounting system will be an advantage). Skills: Accounting System knowledge. Advanced Microsoft Office skills, Excellent command of business language, Excellent report writing skills, Ability to communicate and express an opinion on difficult topics. Persuasion and Negotiation skills. Time Management, Emotional Intelligence, Interpersonal Relations.
<u>DUTIES</u>	:	Budgeting: Facilitate and coordinate the annual budget process. Compile annual budget for the College and ensure the implementation of budgetary controls and expenditure. Compile Medium Term Expenditure projections. Monitor expenditure trends and reconciliation against budget and cash flow projections. Manage income and expenditure. Monitor monthly reconciliations. Financial Reporting: Compile monthly financial reports. Monitoring of all income and expenditure analysis to guide the Assistant Director Finance and the CFO. Supervise, train and guide human resources of Finance together with the Assistant Director Finance. Perform all ad hoc functions as requested by Deputy Principal: Finance.
<u>ENQUIRIES</u>	:	Ms. P James at jamesp@cjc.edu.za
<u>APPLICATIONS</u>	:	All applications are to be sent via email to recruitment72@cjc.edu.za
<u>NOTE</u>	:	Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za , stating the post you are applying for and the relevant reference number, b) a recently updated CV only. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (when shortlisted). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	03 February 2023 at 16:00
<u>POST 02/52</u>	:	<u>SENIOR BUSARY OFFICER: REGISTRATION SERVICES REF NO: 2022/12/01</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Ingwe TVET College, Central Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Financial Management/ Accounting. Must have a minimum of at least 3 - 5 years in the experience financial environment/ bursary environment. Knowledge of PFMA and CET act. Knowledge of basic financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the public service financial legislations, procedure and treasury Regulations (PFMA. DORA, PSR, PPPFA, financial manual) Computer literacy. Good communication and interpersonal skills. A Valid driver's license.
<u>DUTIES</u>	:	Ensure overall supervision and coordinate student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes

application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and Facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student's applications in terms of the Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate report on all bursary and financial aid allocations for the entire college. Supervise human, physical and financial aid resources. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders.

**ENQUIRIES
APPLICATIONS**

: Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE

: Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE

: 03 February 2023 at 16:30

POST 02/53

: **SENIOR ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY (FACILITIES MANAGEMENT) REF NO: 2022/12/02**

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Ingwe TVET College, Central Office
: Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Environmental Management/Science/ Safety Management or related qualification. Must have a minimum of at least 3 - 5 years in the relevant environment, Occupational Safety, Health, and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Knowledge of Health and Safety Act 85 of 1993 and related Regulations. Good Interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills, planning ability, Computer literacy (including Excel, Word, Access, and PowerPoint. A valid driver's license.

DUTIES

: Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee. Ensure overall supervision and conduct OHS- related training and continuous educational programmes. Ensure overall supervision and identify hazard and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement, and monitor SHERQ management system. Supervise human, physical, financial, and other resources. Conduct incident investigation and generate reports, conduct Health and Safety workshops for the College staff, compile weekly, monthly, quarterly, and annual health and safety statistics and reports.

		Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College
<u>NOTE</u>	:	Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	03 February 2023 at 16:30
<u>POST 02/54</u>	:	<u>SENIOR MIS OFFICER: TVET MANAGEMENT INFORMATION SYSTEM, REF NO: 2022/12/03</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Ingwe TVET College, Central Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Information Technology/Information Systems/ Data Management. Must have a minimum of at least 3 - 5 years working experience in Data Management/ TVET MIS environment or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management, knowledge and understanding of Information Management, knowledge, understating, application and interpretation of office management, Business Management System (BMS), data warehouse and IT prescripts. Good communication, planning, organizing and Interpersonal skills. Problem solving and time management, financial management, report writing. Ability to function without supervision, work under pressure. Team Leadership; Computer literacy (knowledge of MS packages). A valid driver's license.
<u>DUTIES</u>	:	Set up the system in readiness for enrolment and support other processes; Control the quality of captured data and report if there are errors, Maintain the College TVET MIS system; Manage the student data; Use various tools, extract data to facilitate statistical reporting; Interact with service provider regarding upgrades and request for assistance; Maintain data on student registration and submit monthly reports; Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET; Compile monthly, quarterly and annual reports as requested. Set up the student system for registration of students and ensure creditability and reliability; maintain the ITS student system and other related system; Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Render service to the staff and stakeholders.

ENQUIRIES APPLICATIONS : Ms NA Damoyi Tel No: (039) 940 2142
 : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 03 February 2023 at 16:30

POST 02/55 : **SENIOR COMMUNICATIONS OFFICER; ADMIN CENTRE REF NO: 2022/12/04**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
 : Ingwe TVET College, Central Office
 : A three-year Tertiary qualification, (NQF level 6) as recognised by SAQA in Corporate Communications or Public Relations environment. A valid driver's Licence. A creative flair, attention to detail and strong verbal and written communication skills, Marketing and Communication. Computer literacy. Knowledge of Government Communication processes, Marketing Management, Event Management, Exhibition Management, and Branding Principles. Skills: Organising and Planning, ability to work under pressure, willing to adapt work schedule in accordance with professional requirement, willing to travel extensively. Knowledge and understanding of Digital Marketing and Website Maintenance. Understand and application of branding guidelines and graphic design.

DUTIES : Support the implementation of Marketing and Communications activities. Liaise and promote relations with relevant stakeholders regarding communication services in all media platforms. Promote the Ingwe TVET College Brand through exhibitions, campaigns, and advertising. Prepare content and features for newsletters, intranet, website, and other media. Coordinate and implement the distribution of information to populate the department's internal communication platforms. Promote Ingwe TVET College Corporate Identity. Coordinate College Events. Ensure proper branding for all College events. Manage the College enquiry line. Provide photographic services and preserve content. Produce graphic design content for the College.

ENQUIRIES APPLICATIONS : Ms NA Damoyi Tel No: (039) 940 2142
 : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting

copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 03 February 2023 at 16:30
- POST 02/56** : **SENIOR ADMINISTRATIVE OFFICER REF NO: WCETC/01/2023/SAO (X1 POST)**
 Component: Human Resources
 Nature of post: Permanent (PERSAL)
- SALARY CENTRE REQUIREMENTS** : R331 188 - R390 129 per annum (Level 08), (excluding benefits)
 : Central Office: Bellville
 : National Senior Certificate. National Diploma (NQF 6) in Human Resource Management. Five (5) years relevant experience in Human Resource Management of which two (2) years should be at supervisory level. Knowledge of the Public Service Regulations, Public Service Act and knowledge of Human Resources legislations and policies. Extensive knowledge and experience of conditions of service, employee benefits, recruitment and selection processes, and staff establishment. Knowledge of Human Resources Development, Performance Management and Development procedures, Public Service Employee Wellness Programs. A good understanding of Labour legislation, policy, and procedures applicable to the Public Service. Knowledge of disciplinary, grievance and dispute resolution procedures. Extensive knowledge of PERSAL (attach proof of PERSAL Certificate/s). Planning, organizing, report writing, facilitation and presentation skills. Good interpersonal verbal and written communication skills. Computer skills. A valid driver's license. Experience in Public Service Education and Training (PSET) will be an added advantage.
- DUTIES** : Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.); termination of services; Recruitment and Selection in line with the Departmental policy and delegations (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Administer the payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Provide support for training and development interventions. Administer and maintain an effective database for training plans and reports. Implement the Workplace Skills Plan and training programs. Identify training interventions in line with the skills audit/ need analysis undertaken. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g., SETAs). Render PMDS support services. Capture Performance Agreements on PERSAL, quality assurance of PMDS documents and ensure PMDS compliance. Represent the College at disciplinary and conciliation hearings. Advise management/ employees on the handling of labour related matters. Provide support in rendering employee wellness services to the College. Coordinate training, workshops, and

meetings for the component. Drafting / preparation of HR reports, circulars, memorandums / submissions. Ensure overall supervision and proper implementation of staff / personnel records. Supervise human, physical, financial, and other resources.

**ENQUIRIES
APPLICATIONS**

: Mr. Janse van Rensburg Tel No: (021) 180 1025 / 021 180 1017
: Applications must be hand delivered to: The Human Resources Manager, Western Cape CET College, 09 Old Paarl Road, W.J. Louw Gebou Building, Belgravia, Bellville, 7530 or electronically via email to: Recruit@WC.CETC.edu.za

NOTE

: Applications must be submitted on new Z83 form obtainable from the college website <http://wc.cetc.edu.za/Corporate/Vacancies> or from any Public Service Department accompanied by a comprehensive Curriculum Vitae only. Only 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. 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. 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. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after closing date, consider your application unsuccessful. The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.

CLOSING DATE

: Friday, 03 February 2023 at 16:00

POST 02/57

EXAMINATION OFFICER

**SALARY
CENTRE**

: R269 214 per annum (Level 07)
: Ingwe TVET College, Campuses
Ref No: 2022/12/05 (Maluti Campus)
Ref No: 2022/12/06 (Mount Fletcher Campus)
Ref No: 2022/12/07 (Mount Frere Campus)
Ref No: 2022/12/08 (Ngqungqushu Campus)
Ref No: 2022/12/09 (Siteto Campus)

REQUIREMENTS

: Recognised National Diploma (NQF level 6) in Administration/ Education or equivalent qualification. Advanced experience in interpretation, development, and implementation of policies. 3-5 years in in the Administration of Examinations/Teaching and Learning environment or related field. Knowledge of White Paper on PSET Act and knowledge of the Public TVET.

DUTIES

: Ensure the provision of examination services: Administer exam venues (i.e. seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Administer College exam centres for Trimester or Semester or year examination cycle. Ensure the submission of examination data to DHET. Coordinate meetings for before and after exams to discuss irregularity. Conduct training of Invigilators, Markers and Data Capturers: Ensure the preparation of logistical arrangements for training (materials, equipment, transport, refreshment, and venue). Coordinate appointment of Chief Invigilators and Examination Officers. Administer and conduct training for Invigilators, Markers and Data Capturers on exam processes and procedures. Establish the function of Irregularity Committee: Coordinate activities for the development of learning material. Ensure proper administration of the examination unit: Administer the communication of exam timetables to the students. Administer the distribution of examination results, year mark etc. to the Campus Managers. Report the clashing of exams dates. Manage all human, financial and other resources in the unit: Render management service to the staff. Manage the development and performance of the staff. Manage the performance agreement of the staff.

**ENQUIRIES
APPLICATIONS**

: Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 03 February 2023 at 16:30

POST 02/58 : **FINANCIAL AID OFFICER: ADMIN CENTRE REF NO: 2022/12/10 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Ingwe TVET College, Central Office
: Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Accounting/ Financial Management/ Financial Information System or any finance related qualification. Must have a three years' experience in financial environment/bursary environment. Computer literacy. Knowledge of public Service financial legislations, PFMA, DORA, PPPFA, and financial manual and other Departmental related Legislations. Basic Knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of basic financial operating systems (ITS, etc). Understanding of student financial aid and bursaries. Interpersonal relations, accuracy, aptitudes of figures administrative skills, communication skills (both writing and verbal). A valid Driver's licence will be an added advantage.

DUTIES : Coordinating student bursary schemes and financial aid administrative support services in all campuses. Administering the financial aid schemes and assist on timeous allocation of bursary funds to student's accounts into the system. Assist on ensuring the correctness of bursary claims against students billing. Reviewing application for financial aid. Reviewing College data before sending to NSFAS provisionally funded students. Coordinating the authorisation of disbursement funds. Assist on ensuring that the College maximizes tuition. Reporting on all bursary and financial aid allocations to financial aid committee and other stakeholders. Supervise staff.

ENQUIRIES APPLICATIONS : Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 03 February 2023 at 16:30
- POST 02/59** : **SENIOR PROVISIONING OFFICER: ADMIN CENTRE REF NO: 2022/12/11 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Ingwe TVET College, Central Office
: Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Financial Management/ Accounting, Business Management, or any in finance related qualification. Must have three (3) years minimum experience in Supply Chain Management or Contract Management. Knowledge of Supply Chain Management Regulations, Treasury Regulations, PFMA, PPPFA, BBBEE and CET act. Advance computer skills in Microsoft packages (MS Word, Ms Excel, and Ms Power Point. A valid driver's licence.
- DUTIES** : Contract Management. Evaluation of SLA terms to ensure that they are in line with relevant legislation. Coordination of activities of Bid Committees. Manage supplier performance against the terms of performance of signed contracts. Verifying that the College is provided with uninterrupted flow of goods and services and confirming the details recorded on the transactional documentation correspond with receipts. Develop and Maintain procurement plan in conjunction with user departments. Ensuring compliance with Central Supplier Database. Ensure compliance with the College Supply Chain Management Policy and all relevant legislation. Supervising subordinates.
- ENQUIRIES APPLICATIONS** : Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College
- NOTE** : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not

to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 03 February 2023 at 16:30
- POST 02/60** : **FINANCE CLERK REF NO: LET 23/01/2023**
Permanent
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : Grade 12 Certificate or equivalent. A recognized three-year National Diploma in Financial Management/Business Management (NQF level 6) or relevant equivalent qualification with accounting as a major subject. One to two years' experience in financial management environment. Innovative thinking. Ability to work under pressure and sound interpersonal relations. Appropriate verbal and written communication skills. Must be Computer Literate. Knowledge of PFMA and CET Act. Valid driver's license.
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. Preparation of payment documentation for suppliers and direct payments using standard requisition form. Maintain a payment register of all payments and ensure that 30-day settlement is achieved. Bank reconciliations. Sell tender documents and prepare cash for immediate banking. Ensure safe keeping of documents and easy retrieval. Assist with any other duties given by the supervisor.
- ENQUIRIES** : Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
APPLICATIONS : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, SACE and quota work permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 03 February 2023 at 16:00
- POST 02/61** : **GROUNDSMAN REF NO: LET 24/01/2023**
Permanent
(Re-Advert People who applied before are encouraged to re-apply)
- SALARY** : R107 196 per annum (Level 02)
CENTRE : Modjadji Campus
REQUIREMENTS : A Grade 10 or equivalent qualification. Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Must be able to speak at least English language.
- DUTIES** : Maintenance and cleaning of premises and surroundings. Empty refuse/waste bins. Watering the plants. Pruning and trimming flowers and trees. Mowing the grass and removing weeds and garden refuse. Apply insecticides. Cultivate the

soil for plants. Taking care of garden equipment and tools. Report faulty gardening equipment and machineries. Repair minor defects of gardening equipment and tools.

**ENQUIRIES
APPLICATIONS**

: Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
: Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

NOTE

: interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. 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. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, SACE and quota work permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE

: 03 February 2023 at 16:00

POST 02/62

: **SUPPLY CHAIN ADMINISTRATION CLERK: ADMIN CENTRE REF NO: 2022/12/12 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: R181 599 per annum (Level 05)
: Ingwe TVET College, Central Office
: Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Accounting, Financial and Business Management or any Finance related qualification. One year experience in Asset Management environment. Computer Literacy. Knowledge of CET Act, PPPFA, PFMA, BBBEE, Treasury Regulations and other relevant prescripts. Sound planning and organising skills, administrative skills, communication skills (both written and verbal). Knowledge of programs Ms Word, Excel, PowerPoint and Outlook.

DUTIES

: Sourcing of quotations for all goods and services. Placing and issuing of orders. Provide administrative support in Bid Committees. Compilation of bids quotations. Liaise and communicate with stakeholders/end-users. Manage information and ensure proper filing.

**ENQUIRIES
APPLICATIONS**

: Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE

: Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 03 February 2023 at 16:30
- POST 02/63** : **GROUNDSMAN REF NO: 2022/12/13 (X1 POST)**
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Ingwe TVET College, Siteto Campus
- REQUIREMENTS** : A minimum of Grade 10/ Standard 8 or equivalent. Must have a good communication skill.
- DUTIES** : Provide cleaning services and support to the campus. Load and Offload furniture, equipment, and any other goods to relevant destination.
- ENQUIRIES** : Ms NA Damoyi Tel No: (039) 940 2142
- APPLICATIONS** : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College
- NOTE** : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer 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) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 03 February 2023 at 16:30

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 03 February 2023 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a recent Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Pension Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process. No applications can be e-mailed to the Department.

OTHER POSTS

- POST 02/64** : **DEPUTY DIRECTOR: POLICY, ADVOCACY, IMPACT AND ALIGNMENT**
REF NO: DOHS/01/2023
Branch: Entities Oversight, IGR, Monitoring and Evaluation
Chief Directorate: Compliance and Entities Oversight
Directorate: Legislative Compliance and Monitoring
Sub-directorate: Policy, Advocacy, Impact and Alignment
- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric/ Grade 12, relevant undergraduate qualification (NQF level 6/7 as recognized by SAQA) A recognized Bachelor's degree in Legal, Compliance Management, Public Administration or equivalent thereof. Minimum of 3-5 years' relevant working experience at ASD level. Proven experience in conducting compliance monitoring, risk management, development of legislative compliance policy or compliance frameworks in the public or private sector. Knowledge of prescripts, regulations and legislations pertaining to the Human Settlements Sector and Human Settlements Entities. Investigative, analysis and problem solving skills. Good communications skills (both written and verbal) are essential. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
- DUTIES** : The successful candidate will be responsible for: Introduction of tools and measures to monitor compliance and strategic risks in Human Settlements Entities. Drive the development and implementation of Legislative Compliance Policy in Human Settlements Entities. Facilitate the development of compliance and risk registers to monitor compliance and risks in Human Settlements Entities. Monitor implementation of Human Settlements Entities legislation,

investigate potential areas of compliance vulnerability and risks. Propose improvement plans to address non-compliance. Development and consolidation of quarterly and annual status compliance and risk management reports. Coordinate compliance and risk awareness with key stakeholders. Manage the administration and resources of the Sub-Directorate: Legislative Compliance and Monitoring.

ENQUIRIES
NOTE

: Mr L Manyama Tel No: (012) 444-9118
: Male candidates and People with disabilities are encouraged to apply.

POST 02/65

: **ASSISTANT DIRECTOR: PERFORMANCE AUDIT & AOPI REF NO: DOHS/02/2023**

Branch: Office of the Director-General
Chief Directorate: Executive Support
Directorate: Internal Audit
Sub-directorate: Performance Audit & AOPI

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum (Level 09)
: Pretoria
: Candidates should be in possession of Matric/Grade 12 or equivalent, SAQA recognized three-year Bachelor's Degree/ Diploma (NQF Level 6/7) in internal audit/Auditing and financial accounting/management, 3-5 years' relevant experience at Officer/ Practitioner/ Senior Auditor in the Internal Auditing field. Internal auditing experience. Experience in performance audit/audit of performance information (AOPI) and completed/Studying towards CIA or PIA would be added advantage. Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritization skills and ability to meet deadlines, good written and verbal communication skills as well as interviewing skills and problems solving abilities, presentation, leadership, planning, management, organizing, interpersonal, analytical and negotiations skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, risk based audit approach, audit universe COSO internal control, risk management, corporate governance, and International Standards for the Professional Practice of Internal Auditing. Membership with the Institute of Internal Auditors, ability to use the working paper tool (teammate) and knowledge of Audit Command Language (ACL) would be added advantage. A valid driver's license.

DUTIES

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

ENQUIRIES
NOTE

: Ms E Motsepe Tel No: (012) 444-9119
: Male candidates and People with disabilities are encouraged to apply.

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.

- CLOSING DATE** : 03 February 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.

MANAGEMENT ECHELON

- POST 02/66** : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: Q9/2023/03**
- SALARY** : R1 105 383 per annum (Level 13)

REQUIREMENTS

: An undergraduate degree (NQF Level 7 as recognized by SAQA) in Financial Management, Management Accounting and/or Financial Administration. Five (5) years' experience at middle management (MMS) level. A valid driver's license. Knowledge of the human resources management functions. Knowledge of Constitutional, legal and institutional arrangements regarding governing in the Public Sector. Knowledge of policy development processes; Knowledge of the policies of the government of the day. Knowledge of strategy development, strategy management and strategy monitoring and review process. Knowledge of financial management processes. Research and reporting procedures. Client needs, planning and organizing and interpretation of policy matters; Knowledge of financial norms and standards, e.g. Public Finance Management Act, National Treasury Regulations, Directives and Instructions. Highly developed interpretive and conceptualisation/formulation ability. The ability to multi task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to deal with a wide variety of external and internal clients. Competencies: Strategic Capability and Leadership. Programme and Project Management, Financial Management. Team Player. Change Management. Knowledge Management. Service delivery innovation. Adaptability. Problem solving and analysis. People Management and Empowerment. Honesty and Integrity. Communication. Skills required Computer literacy. Communication (verbal & written) skills. Presentation skills. Project management skills. Advanced financial management and Analytical skills. Planning and Organising skills. Analytical and Decision Making skills. Problem solving skills. Excellent networking and network formation skills. Professional ethics. Relationship Management. Self-Management.

DUTIES

: Manage and facilitate the provision of financial accounting services: Develop and monitor the implementation of financial accounting policies, systems and processes. Management of Compensation of employees. Management of expenditure and general payments for Goods and Services. Manage cash and revenue management services. Manage asset liability and debt management services. Manage bookkeeping and financial accounting services. Manage Department Ledgers and Journals. Manage cashier and banking services. Manage relations with SARS. Manage inputs to the Department Financial Statements and Annual Report. Manage and facilitate the provision of management accounting services: Develop financial management policies, processes and procedures. Provide budget inputs to the Department strategic plan and Annual Performance Plan. Manage the Department's MTEF budget process. Manage Estimates of Expenditure, budget adjustment and rollovers. Manage In-year monitoring and interim reporting. Manage, compile and implement monthly forecasts (12 month rolling). Advise programme and responsibility managers with regard to allocation, additional re-allocation, approval of budget and other budgetary matters. Manage the provision of inputs to the Department Financial Statements and Annual Report. Manage the safeguarding of source documents. Manage liaison and manage relations with National Treasury. Strategic Management. Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Directorate strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objectives and standards. Report to the Chief Financial Officer on a regular basis on the activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management. Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a Human Resource Plan, a Service Delivery Improvement Programme, and an Information Resources Plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate.

ENQUIRIES

: Ms. M Legodi Tel No: (012) 399 0030

APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001
FOR ATTENTION : Ms. K.E Lethole Tel No: (012) 399 0040

OTHER POSTS

POST 02/67 : **DEPUTY DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: Q9/2023/04**

SALARY : R766 584 per annum, (Level 11). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS : An NQF 7 degree, as recognized by SAQA in Communications, Marketing, Public Relations, 5-year experience in a Communications/Marketing or Media Environment in Middle Management (ASD Level). A valid driver's license. Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulations that govern the Public Service. Knowledge and Exposure in interacting and engaging with media and stakeholders. Advanced knowledge of integrated marketing and communications, media relations and special events planning and coordination. Understanding of the key priorities of government. Multilingualism will be an added advantage. Competencies: Analytical thinking. Planning and organising. Innovation and creative thinking. Honesty and integrity. Client orientation and customer focus. Ability to work under pressure. Willingness to work extensive hours. Skills required strategic capability and leadership skills. Problem solving and decision making skills. Project management skills. Strategic planning skills. Written and verbal communication skills. Report writing skills. Computer skills.

DUTIES : Marketing of IPID offerings/brand: Coordinate the Implementation of the Departmental Communications Strategy. Develop and Manage a Marketing and Social media plan. Coordinate the awareness of promotional projects of IPID. Manage Social media page of the department and publish relevant content to promote IPID. Management of the website and produce reports. Public Relations and Media: Lead content sourcing and develop key messages for IPID Projects/Brand. Media Liaison. Develop and issue approved media statements and organize media activities. Maintain relations with media. Source and formulate responses for media enquiries. Media Monitoring and analysis to inform content development. Establish media partnerships to promote IPID. Manage media database. Internal Communications: Manage Internal Communications platforms. Support internal /departmental activations/events. Produce Internal Newsletter. Manage intranet. Management of staff: Mentor and coach team members of the sub-directorate. Manage the discipline of team members. Manage the workload of team members. Monitor and manage the day-to-day workflow in teams. Manage and administer the staff evaluation system/process.

ENQUIRIES : Ms. L Suping Tel No: (012) 399 0040
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941 Pretoria 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001
FOR ATTENTION : Ms. K.E Lethole Tel No: (012) 399 0040

POST 02/68 : **PERSONAL ASSISTANT: EASTERN CAPE REF NO: Q9/2023/07**

SALARY : R218 064 per annum (Level 06)
CENTRE : Eastern Cape

REQUIREMENTS : 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 Setiquette. 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.

DUTIES : 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. Respond 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.

ENQUIRIES
APPLICATIONS

: Ms. S Mpotsha Tel No: 043 707 7212
: Eastern Cape: Independent Police Investigative Directorate, Private Bag X 9085: East London: 5200 or hand 3-33 Phillip Frame Road .Waverly Office Park, Chislehurst East London
: Ms U Quvile

FOR ATTENTION

DEPARTMENT OF MILITARY VETERANS

The department of military veterance is an equal opportunity affirmative action employer. It is our intention to prompte represenativity (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote represenatativity will receive preference

- APPLICATIONS** : Please forward your applications, quoting the relevant reference number, to the Department of Military Veterans, Private Bag X943, Pretoria, 0001 or hand deliver at Department of Military Veterans, Human Resources, room 340 (Ms Lerato Sono) 328 Festival & Arcadia Streets, Hatfield, Pretoria, 0001. All enquiries should be directed to: Ms Lerato Sono (012) 765 9454.
- FOR ATTENTION** : The Acting Deputy Director: Human Resource Administration
- CLOSING DATE** : 03 February 2023 at 15h00
- NOTE** : Applications must be submitted on a new Z83 Form, obtainable from any Public Service Department or on the internet at <http://www.dmv.gov.za/documents/Z83.pdf>. Application must be submitted on the recent z83 application form, which come into effect from 01 January 2021 as issued by the Minister of Public Services and Administration in line with the regulation 10 of the Public Service regulation, 2016 as amended, which is obtained online www.dpsa.gov.za. All sections of Z83 must be completed (in full, accurately, legible, honestly, signed and dated) and must be accompanied by a comprehensive CV. Note: Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ Driver licences/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified copies of qualifications and other related document on or before the day of interview which should not be older than six (6) months. Correspondence will be limited to successful candidates only. Candidates will be subjected to security clearance, personnel suitability checks (criminal record check, citizenship verification and qualification or study verification). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed or e-mailed applications will be considered. Shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a written test. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 02/69** : **DEPUTY DIRECTOR: HUMAN RESOURCE ORGANISATIONAL DEVELOPMENT REF NO: DMV2023/01-03**
- SALARY** : R766 584 – R903 006 per annum (Level 11), (all inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and a recognized three year A diploma / degree in Work-study, Management Services, or equivalent qualification. Three to five years of experience at an Assistant Director level executing organisational development related duties. Knowledge in Organisational Development and HR Government wide policies. Ability to interpret and apply policies and legislations. In depth knowledge of PERSAL. Ability to interpret and apply policies and legislations. Skills: Negotiations, Report writing, Research, Presentation, Analytical, Project management, Motivational, Decision making, Facilitation, Networking, Change management. Personal attributes Interpersonal relations, Integrity, Courteous, Responsive, Fairness, Credibility, Commitment, Innovative.
- DUTIES** : Manage Organisation Development and work-study investigations. Develop and facilitate the implementation of OD and change management policies and procedures. Collate and evaluate requests and decisions in respect of structural changes or adaptations. Co-ordinate and manage the process of organisational structural reviews and amendments. Conduct best practice benchmarks with other departments on organisational structures and other OD

related issues. Manage the compilation of costing for the organisational structure. Prepare draft proposals and recommendations on reviews and amendments for consideration by management. Facilitate the process of capturing of the organisation structure on PERSAL. Provide advisory services and technical expertise in the area of organizational structural design and service delivery improvement. Monitor and evaluate the effectiveness of the organisational structure. Initiate, manage and implement work study investigations and advise on the efficiency and effectiveness of work processes and procedures. Provide advice on desirability and cost effectiveness of proposed new interventions. Develop and implement initiatives aimed at improving process performance in terms of all dimensions of efficiency and effectiveness. Co-ordinate and manage business process mapping / re-engineering undertakings. Manage Job Evaluation and job profiles. Co-ordinate and manage the process of job evaluation within the department by planning and implementing the process in terms of prescripts. Evaluate / analyse and capture the results of job evaluation on the EQUATE system. Facilitate the development of spreadsheets in relation to the job evaluation process. Quality assure jobs that have been evaluated prior the sitting of the job evaluation moderation committee. Present the results in accordance with policy guidelines and procedures to the job evaluation moderation committee and effect the changes subsequent the sitting of the moderation committee. Ensure that secretariat services are rendered to the job evaluation moderation committee. Facilitate the approval and implement decisions of job evaluation results. Co-ordinate the redesign of jobs after such jobs have been subjected to the job evaluation process and provided the results indicates the need for re-design. Provide advice and guidance on JE and JD issues and co-ordinate training thereof. Develop and manage the database as well as the filing of job evaluation results. Facilitate the implementation of DPSA resolutions. Co-ordinate and ensure the development, verification, signing, maintenance and filing of job descriptions. Ensure the implementation of DPSA resolutions & decisions and other resolutions. Develop job descriptions. Manage the development of job descriptions. Manage the submission of job descriptions to post incumbents and supervisors. Manage the implementation of changes to job descriptions subsequent consultation with post incumbents and supervisors. Facilitate the signing of job descriptions by post incumbents and supervisors. Manage the development and maintenance of a database and filing of job descriptions. Manage the updating of job descriptions as and when required. Ensure that a job descriptions is included in the personnel file of each staff member. Implement change management programs. Facilitate the process of the development and review of service standards and service delivery improvement plans. Manage the implementation of Batho Pele initiatives in line with the relevant prescripts and legislation. Monitor and evaluate the effectiveness of the departmental service excellence and change management programs. Ensure an organisational culture that is conducive to the strategic objectives of the department by conducting culture surveys and providing feedback to management regarding the findings / observations. Monitor and evaluate the effectiveness of the departmental service excellence and change management programs.

- ENQUIRIES** : Ms Dineo Masemola/ Mr Ayanda Swaartbooi Tel No: (012) 765 9454
- POST 02/70** : **ADMINISTRATIVE ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL
REF NO: DMV2023/01-02**
- SALARY** : R218 064 – R256 860 per annum (Level 06), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and a diploma or Degree in Office Management, Public Administration or equivalent qualification. One to three years' experience at clerical or senior clerical level or as an intern in a relevant office. Knowledge of Relevant legislation, policies, prescripts and procedures. Information Management Basic financial / budget management. Basic knowledge of MS office programs. Operating switchboard equipment. Skills: Computer, Interpersonal relations, Telephone etiquette, Customer relations, Office management, Organizational, and Communication. Personal attributes in Interpersonal relations, Integrity, Courteousness, Responsive, Credibility, Commitment and Loyalty.
- DUTIES** : Provide secretariat support services. Type documents. Take minutes during meetings. Compile and distribute agendas and minutes. Circulate and collect

attendance registers during meetings. Receive and re-route incoming calls. Record and relate messages. Operate and ensure that office equipment is in good working order. Coordinate and schedule meetings. Coordinate the provision of refreshments and water during meetings. Follow-up with the supervisor regarding scheduled meetings and appointments. Manage the cancellation and rescheduling of appointments. Provide records management and filing services. Ensure the effective flow of information to and from the office. Receive and register incoming correspondence. File and safe keep documents in line with the file plan and other relevant regulations and practice. Register and distribute outgoing correspondence. Maintain the confidentiality of documents. Receive clients and visitors. Provide refreshments to clients and visitors where necessary. Respond to general enquiries of visitors. Manage the tidiness of the office. Provide administrative and logistical support services. Order stationery for the office. Serve as a chief user clerk and coordinate the procurement of Office supplies, computer consumables and stationery for the office. Check invoices for correctness and certify them for payment. Coordinate the payment of invoices. Make bookings for venues, accommodation and manage travel arrangements. Ensure the processing of S&T and overtime. Collate and compile reports and any other information as requested. Obtain the necessary signatures on documents. Scrutinise documents to determine actions. Manage the leave register and the submission of leave forms for the office. Monitor budget spending for the office in order to note under and over utilisation. Collect and coordinate all documents that relate to the budget and funding requirements.

ENQUIRIES

: Ms Dineo Masemola/ Mr Ayanda Swaartbooi Tel No: (012) 765 9454

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of these posts. Therefore, persons whose transfer/promotion/appointment promotes representivity, will receive preference. An indication in this regard will be vital in the processing of applications. Persons with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae 012 406 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 03 February 2023
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application, failure to do so, will result in the job application being disqualified. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 02/71** : **SENIOR INSPECTOR: MINE SURVEYING REF NO: DMRE23/03**
- SALARY** : R908 502 per annum (Level 12), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree / Bachelor of Technology in Mine Surveying (NQF 7) PLUS Mine Surveyor's Certificate of Competency with minimum of 3 years' experience at a junior managerial level mine surveying , valid driver's licence PLUS the following competencies Knowledge: in-depth understanding and knowledge of the mine health and safety. Knowledge of the policy regime affecting the

minerals and mining industry. Government policy and legislation Skills: Problem solving skills. Communication (verbal, written and liaison skills). Influencing and Negotiation skills. Proven managerial skills. Management and organising skills. Advanced analytical skills. Good interpersonal relations at all levels. Conflict management skills. Creativity and innovation. Numerical. Coordinating. Facilitating and implementation. Financial management. Consulting skills. Problem solving and analysis. Strategic capability and leadership. Change management Thinking Demands: Creative/ innovative. Logical. Objective. Accurate. Diplomatic.

DUTIES : Plan and exercise control over all mine surveying inspections. Exercise control over the safe utilisation of land applications. Assist with special investigations, investigations, enquiries and technical support. Perform ad hoc task and investigations. Serve on mine surveying related committees and attend seminars. Provide managerial activities.

ENQUIRIES : Mr NV Mahwasane at 072 93541899
NOTE : Indian or White or Coloured candidates are encouraged to apply.

POST 02/72 : **DEPUTY DIRECTOR: QUALITY ASSURANCE AND ADMINISTRATION**
REF NO: DMRE23/04

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor's degree or Advanced Diploma (Internal Audit, Accounting, Finance (NQF 7) with 3 years internal audit supervisory/ management experience PLUS the following competencies Knowledge: IIA Standards. ISA Standards. Generally Accepted Auditing Standards (GAAS). Generally Recognised Accounting Practise (GRAP). Accounting Standards. COSO. PFMA. Treasury Regulations. Public Sector Laws and Policies. Skills: Leadership, Project Management. Interviewing and investigation skills. Computer literacy (word, excel, Power-point, outlook. Coaching and mentoring. Communication (verbal and written). Problem solving and goal setting. Conflict change. Management Thinking Demands: Understanding a situation issue, problem, etc by breaking it into smaller pieces, or tracing the implications of a situation in step-by-step way. It includes organizing the parts of a problem, situation etc. in systematic way, making systematic comparisons of different features or aspects; setting priorities of a rational basis; and identifying time sequences, causal relationships, or if – then relationship. Create timely and well- developed solutions by examining alternative, risks and consequences. Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others.

DUTIES : Ensure compliance on audit projects in line with International Audit Standards. Develop policies and guidelines. Ensure proper administration of the audit system. Develop and implement methodologies for quality control and review of the project. Manage the administration of the Audi Committee. Quality assurance and improvement programme. Manage the Sub-directorate.

ENQUIRIES : Mr M Mphuthi Tel No: (012) 406 7306
NOTE : Indian or White or Coloured candidates are encouraged to apply.

POST 02/73 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE23/05**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining industry. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team- work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.

DUTIES : Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.

ENQUIRIES : Ms N Gogela Tel No: (013) 653 0514
NOTE : Indian and coloured candidates are encouraged to apply.

POST 02/74 : **INSPECTOR: MINE SURVEYING REF NO: DMRE23/06**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Mine Surveying (NQF6) PLUS Mine Surveyor's Certificate of Competency with minimum of 3 years' experience mine surveying, valid driver's licence. In -service management courses, personnel evaluation techniques. In-service legal aspects courses. Risk management courses PLUS the following competencies Knowledge: In-depth understanding and knowledge of mine health and safety. Knowledge of the policy regime affecting mineral and mining industry. Skills: Problem-solving skills. Communication (verbal, written and liaison skills). Influencing and Negotiation skills. Proven managerial skills. Management and organising skills. Advanced analytical skills. Good interpersonal relations at all levels. Conflict management skills. Creativity and innovation. Numerical. Coordinating. Facilitating and implementation. Financial management. Consulting skills. Problem solving and analysis. Strategic capability and leadership. Change management Thinking Demands: Creative/ innovative. Logical. Objective. Accurate. Diplomatic.

DUTIES : Conduct underground inspections, compile report and maintain records. Conduct inspection of plans and records of surface mines, compile reports and records. Investigate and make recommendations regarding surface utilisation applications, compile reports and maintain records. Process statutory applications regarding mine surveying permissions and exemptions, compile reports and maintain records. Serve on mine committees and attend seminars. Conduct practical mine surveying fields tasks. Provide managerial activities.

ENQUIRIES : Mr NV Mahwasane at 072 9341899
NOTE : Indian or Coloured or White female candidates are encouraged to apply.

POST 02/75 : **ASSISTANT DIRECTOR: PETROLEUM EXPORT AND IMPORT REF NO: DMRE23/07**

SALARY : R491 403 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Economics (NQF Level 6) with a minimum of 3 years' experience in petroleum environment PLUS the following competencies Knowledge of: Knowledge and understanding of Public Service policies, prescripts and regulations (PFMA, PPAA, DMRE Guidelines on Importation and Exportation of Crude Oil and Petroleum Products etc.). Policy analysis. Skills: Analytical skills. Written and verbal communication skills. Computer skills. Report writing skills. Research skills. Presentation and facilitation skills. Thinking Demands: Decision Making. Creativity and initiative.

DUTIES : Receive and verify applications for import/export permits. Provide feedback and advice to applicants of import/ export permits. Maintain a database of all data regarding imported/exported products. Collect and analyse import/exports data from the oil companies as per the imports and exports guidelines. Participate in various fuel supply meetings and forums with oil industry. Conduct research and report on activities /developments relating to Petroleum products imports and exports. Provide managerial activities.

ENQUIRIES : Mr M Mahlangu Tel No: (012) 406 7376
NOTE : Indian or White or Coloured female candidates are encouraged to apply.

POST 02/76 : **ASSISTANT DIRECTOR: SECURITY ADMINISTRATION REF NO: DMRE23/08**

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma in Information Technology Management / Computer Science (NQF Level 6) with 3 years technical experience and extensive experience in IT software PLUS the following competencies Knowledge of: Ability to priorities and complete work under deadlines. Ability to develop and deliver presentations. Ability to create, compose and edit written materials. Intensive knowledge of System Analysis principles and practice Skills: Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organisational skills. Negotiation and consultation skills. Problem solving and analysis. Strategic capability. Change management. Creativity and innovation. Management and expertise in all areas of information technology. Technical expertise in advance strategic and business analysis. Change management with knowledge of Public Service and Departmental organizational matters. Regulatory framework for the management of IT in government. Programme management with a service delivery orientation and effective budget management Thinking Demands: in all areas of information Technology. Technical expertise in advance strategic and business analysis. Change management with knowledge of Public Service and Departmental organisational matters. Budget management. Policy development. Strategic planning. Financial management. Project management. Government policies. Project/ programs in DMRE.

DUTIES : Develop and review ICT security policies, procedure strategies and guidelines. Enforce compliance of ICT security control measures within the Department. Implement ICT security administration within the Department. Install latest security patches within the Department. Implement ICT disaster recovery plan. Conduct information security awareness to departmental and end users. Provide managerial activities.

ENQUIRIES : Mr P Leso Tel No: (012) 406 7730 / 072 531

NOTE : Indian or Coloured or White female candidates are encouraged to apply.

POST 02/77 : **SECRETARIAT RMDEC REF NO: DMRE23/09**

SALARY : R393 711 per annum (Level 09)
CENTRE : Eastern Cape Region, Port Elizabeth

REQUIREMENT : Bachelor of Technology / Bachelor Degree/ Advanced Diploma in Administration/ Law/ B-Com Law/ Public Administration/ Public Management (NQF 7) with a minimum of 3 years' experience in Administration/ Secretariat related field Knowledge of: knowledge and understanding of legislation, policies and work procedures, knowledge of the mining industry, knowledge of the Public Service Legislation including PFMA, knowledge of legislation relating to statutory abroad, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act and knowledge of Public Law Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, financial accounting skills, financial management and reporting skills, interpersonal skills, leadership skills, monitoring skills, evaluation skills, risks management skills, presentation skills, report writing skills, facilitation skills, problem solving skills, administrative skills, liaison skills , Thinking Demands: decision making, information evaluation, creativity, have experience in both creditors and debtors functions, analytical thinker, logical thinker, organisational, planning and administration.

DUTIES : Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate the remuneration of RMEDC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Conduct inspection to determine the validity of objections regrading rights Render secretariat functions to the committee. Provide managerial activities.

ENQUIRIES : Ms B Ngebulana Tel No: (041) 403 6616

NOTE : Indian, White or Coloured female candidates as well as person's with disability are encouraged to apply.

POST 02/78 : **PERSONAL ASSISTANT: INVESTMENT PROMOTION REF NO: DMRE23/10**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Head Office, Pretoria
: appropriate Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF 6) with a minimum of 1 year appropriate experience before or after qualification was obtained, Knowledge of: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic Knowledge on Financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different background, good telephone etiquette, Computer literacy, Sound Organisational skills, Good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation Thinking demands: Ability to do research and analyse documents and situations.

DUTIES : Provides a secretariat/ receptionist support service to the manager. Renders administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES NOTE : Ms R Ntlou at 082 683 0665
: Coloured or Indian or White candidates are encouraged to apply.

POST 02/79 : **REGISTRY CLERK REF NO: DMRE23/11**

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
: Northern Cape Region, Kimberley
: Grade 12 certificate (NQF 4) PLUS the following competencies Knowledge of: Registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing Public Service. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the work in registry Skills: Computer, Planning and organisation, Language, Good verbal and written communication skills.

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

ENQUIRIES NOTE : Mr T Mateta at 082 459 2778/ 079 983 2024
: Persons with disability, Indian or coloured male candidates are encouraged to apply.

POST 02/80 : **ADMINISTRATION CLERK: STATISTICS REF NO: DMRE23/12**

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
: Head Office, Pretoria
: Grade 12 certificate (NQF 4) PLUS the following competencies Knowledge of: Mining and Minerals industry. Numeracy and statistics. Data processing. Filing Skills: Communication skills (verbal and written), computer skills, creativity and innovation, analytical skills, numerical, organising and coordination Thinking demands: Logical, creativity/ innovative thinker, objective and accurate.

DUTIES : Collect, check, capture and validate statistical information. Extract information from SAMINDEX and related databases. Ensure that statistical returns are filed in accordance with Departmental policies and the specification of the National Archives and Record Services of South African Act. Liaise with mines and other organisational where figures are questionable or have not been received. Provide clerical support to the Directorate.

ENQUIRIES NOTE : Ms M Galane Tel No: (012) 444 3735
: Person with disability or male candidates are encouraged to apply.

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

: **National Office: Midrand:** Quoting the relevant reference number, direct your application to; The Director: Human Resources, Private Bag x10, Marshalltown, 2107. Applications can also be hand delivered to 188. 14th Road, Noordwyk, Midrand, 1685.

Supreme Court of Appeal: Bloemfontein/Free state Division of the High Court/Free state Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Queberha/Makhanda: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

CLOSING DATE

: 03 February 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). Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The

successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. 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.

OTHER POSTS

POST 02/81 : **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2023/07/OCJ**

SALARY : R766 584 – R903 006 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 : Matric certificate and a 3 year National Diploma in IT related or equivalent qualification in Information Security at NQF Level 6 (360 Credits) as recognized by SAQA. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification. Minimum of five (5) years' experience in IT Systems Security and ICT Governance environment. IT Security Policy Development and administration. Working knowledge and experience with ISO 27001, other related information security standards and frameworks. Good understanding of IT threats and vulnerabilities. Knowledge of Public Service Regulations. Knowledge of IT Governance including Information Security Governance. Vulnerability Management. Project Management. Information Security architecture capabilities. Broad IT understanding. Understanding of Information Security Technologies. Understand Risk Management. Skills and Competencies: Listening Skills. Analytical thinking. Forward thinking in driving innovation solution. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills.

DUTIES : ICT Risk Management Programme. Develop, Coordinate and Monitor the Information Security and Cybersecurity Programme; i.e. ensure implementation of the Information Security and Cybersecurity Program, continuous monitoring and review the Information Security management program. Vulnerability management. Develop ICT Security Policy and Procedures. Monitor implementation of Policy and Procedures. Implement effective information security awareness program. Plan and Implement IT Security skills programme for users and ICT personnel. Ensure that information security is integrated to all stages of the systems development life cycle. Ensure physical security measures for all IT Assets. Monitor the IT infrastructure for security related events. Develop and maintain ICT continuity Plans. Coordinate the implementation and maintenance of Disaster Recovery Plans; i.e DR testing etc. Champion and educate the organization about the latest security strategies and technologies. Schedule and manage all periodic security audits. Coordinate the action plans to address internal and external audit findings. Oversee the ICT project management office and provide leadership to the team. Coordinate technical controls defined within the Information Security Management Framework or program. Develop weekly, monthly and quarterly plans and reports for the Information Security environment.

ENQUIRIES : Technical enquiries: Mr T Ramatlapeng Tel No: (010) 493 2500
 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 02/82 : **STATISTICIAN REF NO: 2023/08/OCJ**

SALARY : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court of Appeal
 : Grade 12 and Bachelor's Degree in Statistics or an equivalent qualification. A minimum of two (2) years' statistics/data collection experience of which one (1) year must be on a supervisory level. Experience in statistical analysis and reporting. A valid driver's license. Skills and Competencies: Computer Skills (MS Office – especially Excel). Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention

- to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
- DUTIES** : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.
- ENQUIRIES** : Technical enquiries: Ms C.A Martin Tel No: (051) 412 7400
: HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4573
- POST 02/83** : **PERSONAL ASSISTANT REF NO: 2023/09/OCJ**
- SALARY** : R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and a Secretarial Diploma or equivalent qualification. Minimum of three (3) years' experience in rendering a support service to Senior Managers. Secretarial qualification on NQF 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing in the Public Service. Basic Knowledge on financial administration. Skills and Competencies: Good communication, Planning and organising skills, Good telephone etiquette, Good people skills, high level of reliability, Be able to pay attention to detail and work within deadlines, Proven Computer Literacy, including MS Word ,MS Excel & Powerpoint, Ability to act with tact and discretion, Ability to do research and analyse documents and situations, Good grooming and presentation, Self-management, ability to maintain high level of confidentiality, punctuality and motivation.
- DUTIES** : Provide a secretarial/receptionist support service to the DDG, render administrative support services, Provides support to DDG regarding meetings, Support to DDG regarding meetings, Support the DDG with the administration of the DDG;s budget, Studies the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Technical enquiries: Ms C Gideon Tel No: (010) 2500/28
: HR related enquiries: Ms S Tshidino Tel No: (0101) 492 2500/28
- POST 02/84** : **JUDGES SECRETARY REF NO: 2023/10/OCJ**
- SALARY** : R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Limpopo Division of the High Court: Thohoyandou
: Grade 12. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court

hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

ENQUIRIES : HR Enquiries: Ms. N.P Phadziri/ Ms. E.M Ramaphakela Tel No: 015 495 1743/1744
 Technical enquiries: Ms. M.M.G Phaswane Tel No: 015 495 1812

POST 02/85 : **SENIOR COURT INTERPRETER REF NO: 2023/11/OCJ**

SALARY : R269 214 - R317 127.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Limpopo Division Of The High Court: Polokwane
 : Grade twelve (12) plus a National Diploma in Legal Interpreting or equivalent relevant qualification on NQF Level 6. A minimum of three (3) years practical, experience in Court Interpreting or Grade twelve (12) and ten (10) years, practical experience in Court Interpreting. Candidates will be required to undergo Oral Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer, literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, and to practice good time management. Languages Proficiency: English, Tshivenda, Xitsonga, Sepedi. Knowledge of either Shona, Isi-Zulu, Isi-Ndebele, Afrikaans or Setswana will be added advantage.

DUTIES : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations, Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Technical enquiries: Mr Netshilulu MP Tel No (015) 495 1741
 HR related enquiries: Ms Phadziri NP/ Ms. EM Ramaphakela Tel No: (015) 495 1743/174

POST 02/86 : **REGISTRAR'S CLERK REF NO: 2023/12/OCJ**

SALARY : R181 599 - R213 912.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape High Court: (Gqeberha)
 : Matric certificate or equivalent qualification. Minimum of two years relevant experience. Driving licence and post Matric qualification will be an added advantage. Skills and Competencies: Computer literacy (MS word/Excel), Good communication skills (written and verbal), Planning and organising skills, Good problem skills, Accuracy and attention to detail, Ability to work under pressure, Customer orientated, Creative and analytical thinking skills, Additional competencies which may be advantage: paralegal qualification, knowledge of court process and procedures.

DUTIES : Render efficient and effective support to the court, Issuing of court process at General Office, Case management duties, Render counter service duties/functions, Prepare, analyse and submit court statistics, Maintain and keep all registers for Civil matters, Filing and archiving of Civil process, attending to case management and set down, Act as a liaison between Judges and Legal Practitioners, Attend to correspondence and enquiries from the

ENQUIRIES

public and stake holders, Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
: Technical enquiries and HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 06 February 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates 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.

OTHER POST

- POST 02/87** : **DEPUTY DIRECTOR: INFRASTRUCTURE REF NO: DPSA 01/2023**
- SALARY** : R766 584 per annum (Level 11), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R903 006 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE REQUIREMENTS** : Pretoria
A senior certificate, an appropriate B. Degree, B. Tech., or Advanced National Diploma in Computer Engineering, Computer Science, or Information Technology at NQF Level 7. Minimum of 5 years' experience in ICT Infrastructure and Operations, ICT security and governance. Experience in areas such as network design and administration, data center operations, database administration, and systems programming and administration. Experience implementing projects and working with vendors. Minimum of 3-4 years' in Supervision. Understanding of Government legislation. Knowledge of IT Regulation, practice notes, circulars, and policy framework. Knowledge of contract management. Knowledge and understanding of the Public Service Act and Regulations, Treasury Regulations PFMA and financial management. Knowledge and understanding of techniques and procedures for the planning and execution of IT operations. Programme and project management. Knowledge of relationship management. Problem solving and analysis. People and Diversity Management. A valid driver's license. Must be willing to work flexible hours; ability to work under stress during peak workload periods.
- DUTIES** : Ensure alignment and compliance with prescribed ICT norms and standards. Develop and implement policies, procedures, and processes. Provide oversight of all DPSA infrastructure elements, including systems (Data Centre

Servers, LAN, WAN equipment, data communications, and telecommunications systems) to ensure continuous service availability and respond to any network issue. Manage day-to-day operations across the team, continuously improving performance and end-user satisfaction. Ensuring the planning, designing, and implementing of secure networks. Ensure maintenance and support, including modernization of ICT server infrastructure. Develop technical designs for the migration to the cloud. Management of ICT firewalls, data controls, patching, and encryption. Implement information technology security and business continuity measures. Develop ICT business cases and terms of reference to meet business requirements. Facilitate ICT contracts, including negotiations and execution of service level agreements. Implement the ICT procurement process and the rollout of ICT equipment. Responsible for the supervision and performance evaluation of staff. Ensure system reliability and SLAs are met. Responsible for monthly reports. Report on the health of the environment, identify risk and improvement areas, plan and implement changes to benefit the Department, and mitigate and reduce risk. Provide in-depth technical expertise to strategic, tactical, and operations initiatives. Keep abreast of the latest technology trends and opportunities with the intention of benefiting the Department.

ENQUIRIES

: Ms. Tandile Stuurman Tel No: (012) 336 1227

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



- CLOSING DATE** : 03 February 2023 at 16h00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that 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. The communication from HR of the department regarding requirements of 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. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 01 dated 13 January 2023. (1) Senior Forensic Investigator: Governance, Risk and Compliance Branch Ref No: 2023/03 (X5 POSTS) Centre: Head Office (Pretoria), the post was advertised with incorrect number of posts, the correct number of posts is as follows: Senior Forensic Investigator: Governance, Risk and Compliance Branch Ref No: 2023/03 (X3 POSTS). (2) Process Controller: Water Purification and Wastewater Treatment Plant Operator Ref No: 2023/15 (X2 posts) Centre: Kimberley Regional Office, The post was advertised with incorrect requirements (Grade 10), the correct requirements is Grade 12 (or NTC III); plus [a] Operators Certificate; or [b] Water Treatment Practice N3; or [c] Wastewater Treatment Practice N3; or [d]

the Core Unit Standard from the appropriate NQF 4 Qualification; ORNTC III in Water Treatment Practice; ORNTC III in Waste Water Treatment Practice; OR Appropriate NQF 4 Qualification. Valid driver's license. Please note that the closing date for Process Controller: Water Purification and Wastewater Treatment Plant Operator Ref No: 2023/15 (X2 Posts) has been extended to 03 February 2023.

OTHER POSTS

POST 02/88 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2023/19 (X5 POSTS)**
(5 Years Contract)

SALARY : R766 584 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Pretoria (Head Office)

REQUIREMENTS : CA (SA) qualification with extensive practical experience with GRAP accounting. Shortlisted candidates will be subjected to a technical assessment. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PFMA, GRAP accounting standards. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Preparing Financial Statement for the Property Management Trading Entity and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development.

ENQUIRIES : Mr N Khuzwayo Tel No: (012) 406 1984

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 02/89 : **ASSISTANT DIRECTOR: HORTICULTURAL SERVICES REF NO: 2023/20**
(Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R491 403 per annum

CENTRE : Polokwane Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Horticulture/ Agriculture with an appropriate relevant experience in the field of horticultural/gardening services. Must be computer literate. Must be in possession of a valid driver's license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Clear knowledge of government/public procurement processes. Must be able to liaise with clients and have good all round communication skills. Applicant should be conversant with the requirements of the Occupational Health and Safety Act and Regulations, Agricultural Pests Act, National Veld and Forest Fire Act, National Environmental Management Act, National Environment Management Biodiversity Act, Municipal By-Laws, Fire Brigade Services Act, Public Finance

		Management Act and its Regulations, PPPFA and its regulations, BBBEE Act, State Tender Board Act, CIDB Act, GIAMA, Labour Relations Act, BCEA, EEA, COIDA etc.
<u>DUTIES</u>	:	Supervising the processing of horticultural tasks within Facilities Management. Report writing. Long and short term planning. Prepare and compile business plan with Deputy Director: Facilities Management. Prepare risk register for Horticultural/Gardening section. Prepare monthly/quarterly/ annual progress reports. Prepare budget for the Horticulture/Gardening section. Ensure proper commitment registers. Management of all procurement of horticultural services. Management of staff etc.
<u>ENQUIRIES</u>	:	Mr N. Malitsha Tel No: (015) 291 6447
<u>APPLICATIONS</u>	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.
<u>FOR ATTENTION</u>	:	Mr. NJ Khotsa
<u>POST 02/90</u>	:	<u>OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2023/21</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration/ Management/ Office Management or equivalent qualification and relevant experience in the field. Wide range of office management and administrative tasks, structure and functioning of the department, conflict management, project management, Communication (written and verbal), policy analysis and development, planning and organizing, people management, financial management, project coordination, problem solving computer literacy, facilitation and presentation, stakeholder and client liaison, monitoring, report writing, people orientated, creative, trustworthy, assertive, hard-working, self-motivated, ability to work independently, ability to work under pressure. A valid driver's Licence.
<u>DUTIES</u>	:	Manage and oversee logistics within the office of the RM, manage the work flow of the unit. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the RM and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the RM for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the RM. Provide administration support to the RM with regards to the management of the region activities. Organise and attend certain region meetings. Liaise with relevant stakeholders regarding outstanding information and issues. Co-ordinate region workshops (venues, travel, catering etc.) Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the region. Monitor and report on the financial performance of the region. Undertake research and develop appropriate policies strategies programmes to be used to promote the region. Ensure effective document management and correspondence flow within the Office of RM. Consolidate all Director's reports to produce a monthly and quarterly regional report. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the RM. Administer office correspondence, documents and reports. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Manage budget in the RM's office. Coordinate and manage projects in the office of the RM. Supervise employees to ensure an effective service delivery.
<u>ENQUIRIES</u>	:	Ms R Baulackey Tel No: (053) 838 5202
<u>APPLICATIONS</u>	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
<u>FOR ATTENTION</u>	:	Ms N Hlongwane
<u>POST 02/91</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2023/22</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Cape Town Regional Office

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Electrical Engineering or a N3 Certificate in Electrical Engineering and a relevant passed Trade Test, or Registration as an Electrical Engineering Technician with appropriate relevant experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the Public Finance Management Act, Occupational Health and Safety Act, National Building Regulations, Environment Conservation Act as well as the Government Procurement process and systems. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Added advantage will be registration with a professional body will serve as an advantage as well as a Wire man license.
- DUTIES** : Manage minor projects, unplanned maintenance, building condition surveys and asset register with reference to Electrical Works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.
- ENQUIRIES** : Ms Z Nghona Tel No: (021) 402 2013
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
- FOR ATTENTION** : Ms. C Rossouw
- POST 02/92** : **ADMINISTRATION OFFICER: FRAUD AWARENESS REF NO: 2023/23**
- SALARY** : R269 214 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Office Administration, with appropriate experience as an Office assistant/secretary. Computer Literacy (MS Word, MS PowerPoint, Excel, Intranet and Internet, as well as typing skills). Knowledge of LOGIS and BAS will be an added advantage. Good interpersonal, organisational and communication skills are also required. Good record keeping skills. Knowledge and understanding of office/admin environment will be an added advantage.
- DUTIES** : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To manage all telephone calls [screening incoming and outgoing calls in the office]. Responding to telephonic queries as and when required ensuring the efficient flow of information in and out of the office. Record incoming mail, distribute to relevant managers and assist with tracking of documentation. Maintain a good filing system; complete transport and subsistence claims; make reservations for local travels and following up on arrangements for unit staff. Manage inventory and other resources in the unit. Assist with the unit's commitment register, i.e. development and maintenance. Assist in preparing for meetings and presentations, preparing agendas and minutes and assist with the compilation of minutes & reports. Render administrative and secretarial support to the director, i.e. typing, co-ordination of daily activities, management of diary (electronic & manual), proper preparation and recording of all meetings and appointments.
- ENQUIRIES** : Mr M Mabotja Tel No: (012) 406 1328
APPLICATIONS : Head Office Applications: The Director-General, Department Of Public Works, Private Bag X65, Pretoria, 0001 Or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 02/93** : **GROUNDSMAN HORTICULTURAL SERVICES REF NO: 2023/24**
(Re-Advertisement: people who previously applied are encouraged to re-apply)
- SALARY** : R107 196 per annum
CENTRE : Polokwane Regional Office (Vuwani Magistrate Court)
REQUIREMENTS : ABET level 4/ NCV 4 or Grade 12 certificate. A certificate or testimonial in gardening/ horticultural services shall serve as an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine gardening tasks.

- DUTIES** : To perform general garden maintenance tasks as directed by the supervisor such as planting, pruning, spraying, mowing and tree felling work, application of fertilizers, herbicides and pesticides as the need arise. Collecting of garden refuse at respective areas. Assist with general garden work as requested.
- ENQUIRIES** : Mr. Z.S. Ngcobo Tel No: (015) 291-6387
- APPLICATIONS** : Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.
- FOR ATTENTION** : Mr. NJ Khotsa

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to CFOdtic@tianaconsulting.co.za; OR posted to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017. (NB: The post name must appear in the subject line of the e-mail OR on the envelope); Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 06 February 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 02/94** : **CHIEF FINANCIAL OFFICER REF NO: (ODG-141)**
Overview: To provide financial management advice to the Head of Department (Accounting Officer) and other Senior managers in the execution of their functions in terms of the Public Finance Management Act and the Treasury Regulations and other applicable regulations and Legislation. To manage the financial / procurement function of the Department and to ensure sound financial management in the Department.
- SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum Level 15, all-inclusive remuneration package
: Pretoria
: An undergraduate and post-graduate (NQF 8) qualification in Accounting, Finance or equivalent, completed articles and registration as a Chartered Accountant would be highly preferable. 8-10 years relevant Senior / Executive Management experience dealing with financial matters. Excellent management, communication and interpersonal skills. Deep knowledge of relevant Government legislation, policies and priorities. Expert knowledge and understanding of the Public Finance Management Act and all other application legislation and regulations. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, team-work and networking skills.
- DUTIES** : Reporting to the Head of Department Accounting Officer, the CFO must assist the (AO) to discharge the duties prescribed in the PFMA. Provide strategic and financial support to the AO. Manage the departmental budget in accordance with the relevant prescripts. Ensure the effective, efficient and transparent utilisation of departmental resources. Ensure the effective alignment of the departmental budget with priority programmes of service delivery. Exercise accounting control by maintaining an accurate system of accounting and recording of the financial affairs of the Department and developing and maintaining measures to prevent fraud and maladministration. Foster a good working relationship with the AG's Office and other stakeholders. Ensure the

effective and efficient management of audit intervention recommendations. Provide timely and accurate financial and operational information necessary for strategic decision-making. Ensure strict adherence at all levels of the Department to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000). Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of the services and the administration of the Department. Ensure accurate and timely reporting on all activities of the Department in accordance with the PFMA and other relevant prescripts.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Mkhuseleli Mhlanga Tel No: 011 431 1354 or email:Mkhuseleliim@tianaconsulting.co.za

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.

CLOSING DATE : 10 February 2023

NOTE : 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 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. 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

POST 02/95 : **ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2023/01**

SALARY : R181 599 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate with accounting/mathematics as a passed subject. A Degree or National Diploma in Accounting/Business Administration or equivalent with accounting as a passed subject will serve as an added advantage. A valid drivers licence. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.

DUTIES : The successful candidate will perform the following duties: Capturing, reconciling, updating bank details and ensuring that payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 payments with payments to the South African Revenue Services. Liaising with clients and resolving queries related to payments. Maintenance and clearing of salary suspense account. Responsible for accounts receivable, accounts, journalise, reconcile, and prepare payments. Handling of salary claims as well as the clearance of all suspense accounts and payments enquiries and payments from other departments.

ENQUIRIES : Mr L Motlhabedi Tel No: (012) 334 4982

APPLICATIONS : Please forward your application for the above position via post to: Director General, Private Bag X22, Arcadia, Pretoria, 0183 or hand-delivery: 509 Pretorius Street, Pencardia 1 Building, 2nd Floor, Arcadia.

FOR ATTENTION : Director: Human Resource Management

POST 02/96 : **ADMINISTRATIVE ASSISTANT/COMMITTEE COORDINATOR REF NO: 2023/02**
Secretariat: National House of Traditional & Khoi-San Leaders (12 months contract)

SALARY : R181 599 per annum, plus 37% in lieu of benefits

- 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 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 to members of the NHTKL. Record documents in the appropriate registers. File and manage the paperwork of the committees. Establish effective document tracking systems. Provide secretarial support services to the House: Co-ordinate and prepare documentation for Committee meetings/ workshops/public hearing and outreaches. Coordinate meetings of committees. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by committees. Manage the diaries of the committee Chairperson. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences for the committees. 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** : Ms R Zungu Tel No: 012 336 5852
- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
- FOR ATTENTION** : Director: Human Resource Management

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** : 17 February 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.

MANAGEMENT ECHELON

- POST 02/97** : **CHIEF DIRECTOR: FINANCIAL ADMINISTRATION AND SUPPLY CHAIN MANAGEMENT REF NO: DOT/HRM/2023/01**
Branch: Administration, CFO
Chief Directorate: Financial Administration and Supply Chain Management
- SALARY** : R1 308 051 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE REQUIREMENTS** : Pretoria
A Bachelor Degree or National Diploma in Accounting at NQF level 7 as recognised by SAQA and SMS pre-entry certificate plus a minimum of 5 year's relevant experience at senior management level. Knowledge: PFMA, Treasury Regulations, PPPFA, Modified Cash Standards, Generally Recognised Accounting Practice and Supply Chain Management prescripts is essential. The applicant must be computer literate with advanced skills in spreadsheets. Further, he or she must have analytical, problem solving, excellent communication (verbal and written), interpersonal, organisational, leadership, supervisory, people management and financial skills. Willingness to work beyond normal working hours.
- DUTIES** : Compile Annual Financial Statements and Interim Financial Statements and provide financial information for inclusion in Annual Reports. Monthly review and sign off financial records and monthly reports. Ensure the maintenance accurate and complete financial and procurement records. Implement the Loss

Control Policy and oversee the write off and recovery of losses. Maintain a register of fruitless and wasteful expenditure and ensure that debts are taken on where appreciated. Ensure that bidding and quotation processes comply with the legislative frameworks. Oversee the maintenance and development of relevant Financial and Supply Chain Management policies, procedures and delegations and the implementation thereof, and issue circulars to address internal control weaknesses where necessary. Oversee risk management processes and the development of risk mitigation plans pertaining to the areas of Financial Administration and Supply Chain Management. Ensure that payments are made on time and that systems are in place to track payments. Attend Bid Adjudication Committee meetings and provide advice on the regulatory environment of Supply Chain Management. Ensure that a Procurement Plan, aligned to budgeted projects and the Annual Performance Plan, is compiled annually and revised when necessary and that procurement is done in line with the Procurement Plan. Oversee the maintenance of an asset register and regular reconciliations of the asset register between BAS and LOGIS. Oversee contract management and related reports to stakeholders. Maintain a register of irregular expenditure and facilitate actions to be taken to resolve cases of irregular expenditure facilitate actions to be taken to resolve cases of irregular expenditure. Manage and control the Chief Directorate.

- ENQUIRIES** : Mr M Matlala Tel No: (012) 309 3727
- NOTE** : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.
- CLOSING DATE** : 17 February 2023
- POST 02/98** : **DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: DOT/HRM/2023/02**
(Office of the Chief Operations Officer)
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An undergraduate NQF Level 7 qualifications in Communications / Marketing / Public Relations as recognized by SAQA with five (5) years relevant experience at Middle Management Level / Senior Management Level. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: Financial management, strategic capability and leadership skills, project management, client orientation and customer focus and change management skills. Must be able and willing to travel nationally. Be able to work well under pressure.
- DUTIES** : Manage intergovernmental communications: Develop and implement a Ministerial stakeholder, Izimbizo and inter-governmental relations programmes. Represent the department all GCIS Imbizo fora's and present post Imbizo reports. Manage entity and sector relations: Liaise with relevant stakeholders (Public Entities, Agencies, Provinces, Local Government) to ensure maximum communication coverage and effect. Manage marketing campaigns and events: Conceptualize event management strategies, coordinate and manage events as well as production of post event evaluation reports. Develop project plans with clear scoping and project milestones for all events. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the department: Manage the planning and or implementation of projects. Manage and control the Directorate: Provide guidance and adequate support for and development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative system's continuity within the work of the Directorate.
- ENQUIRIES** : Mr Collen Msibi Tel No: (012) 309 3406
- NOTE** : Preference will be given to African Male/Female, Coloured Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.
- CLOSING DATE** : 17 February 2023

OTHER POSTS

POST 02/99 : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DOT/HRM/2023/03**

Branch: Office of the Director-General
Chief Directorate: Office of the Director-General
Directorate: Administration

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11)
: Pretoria/Cape Town

: An appropriate 3-year tertiary qualification (NQF level 6) in areas of Public Administration, Secretarial or equivalent with at least 5 years appropriate experience 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 Phenya 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.

CLOSING DATE : 17 February 2023

POST 02/100 : **STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE REF NO: DOT/HRM/2023/04**

(Branch: Administration (Office of the CFO)
(Chief Directorate: Budgeting and Compliance)
(Directorate: Internal Control and Compliance)

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Pretoria

: Recognized degree (NQF level 6) in Internal Auditing/Finance/Accounting with 2 years relevant working experience. The following key competencies and attributes are essential: Knowledge of the PFMA and Treasury Regulations: Knowledge of Internal Control Framework; knowledge of BAS, communication skills (verbal and Written) Good computer skills (Microsoft Word, Excel and PowerPoint); Analytical skills, planning and organizational skills.

DUTIES : The incumbent will be responsible to Provide inputs to the review of financial policies and procedures Handle the internal and external audit queries Maintain audit query database Receive, file and reconciliation of payment batches. Monitor compliance with safe keeping of payment batches. Perform the internal

checks on processes. Provide inputs for improvement on the internal checking process.

ENQUIRIES

: Ms Amandla Ngombane Tel No: 012 309 3869

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.

CLOSING DATE

: 17 February 2023

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	03 February 2023
<u>NOTE</u>	:	<p>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 Sanitations 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. 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 imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.</p> <p>ERRATUM: Kindly take note that the posts of Director: Proto CMA Ref No: 270123/01; Chief Engineer Grade A Ref No: 270123/02; Chief Engineer Grade A: Ref No: 270123/03; Chief Engineer Grade A Ref No: 270123/04 and Chief Engineer Grade A Ref No: 270123/05 advertised in Public Service Vacancy Circular 01 dated 13 January 2013, applications must be submitted as follows: Pretoria (Head Office): For purposes of response handling, 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, 0001. For Attention: Recruitment and Selection Unit and The post of Engineer Production Grade A – C (Civil) with Ref No: 270123/16 (X6 Posts) has been withdrawn.</p>
MANAGEMENT ECHELON		
<u>POST 02/101</u>	:	<p><u>DIRECTOR: ORGANISATIONAL PERFORMANCE MONITORING REF NO: 030223/01</u> Branch: Corporate Management Cd: Corporate Planning & Organisational Performance</p>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive SMS salary package)

- CENTRE REQUIREMENTS** : Pretoria Head Office
 : A B Degree or relevant qualification at NQF level 7 qualification in Public Administration / Public Management / Business Administration. Five (5) to ten (10) years experience in related environment. Five (5) years must be at middle or senior management level. Policy implementation. Project and programme management. Skills development planning. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication/Interpersonal skills. Accountability and ethical conduct.
- DUTIES** : Coordination of monitoring and evaluation. Develop departmental guidelines for monitoring and evaluation. Develop departmental monitoring and evaluation tools. Develop and publicise the department's monitoring and evaluation calendar. Convene performance information review sessions. Obtain approvals from the relevant delegated authority. Submit departmental reports as regulated. The co-ordination and consolidating of performance information reports. Produce analysis report of the department's monthly quarterly and annual performance. Identify samples from reported performance. Conduct site visits on samples to assess if field data complements reported performance. Produce analysis report on the alignment of performance report with field data. Develop departmental medium term evaluation plan. Conduct evaluations based on the departmental plan. Develop lessons for strengthening the department's performance and decision making. Coordinate the institutionalization of evaluations in the department.
- ENQUIRIES APPLICATIONS** : Ms B Manyakanyaka, Tel No: 012 336 7724
 : 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 & Selection Unit

OTHER POSTS

- POST 02/102** : **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 030223/02**
 Branch: Infrastructure Management: Southern Operations: Water Resources Infrastructure Operations and Maintenance
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
 : Gqeberha / Port Elizabeth
 : A National Diploma or Degree in Occupational Health and Safety. Three (3) to five (5) years experience in Occupational Health and Safety environment. A valid and unexpired drivers license. Strategic and operational plan in occupational health and safety management. Policy implementation. Monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public Administration. Knowledge of design principles, techniques, and tools. Knowledge of the writing process reviewing and proofreading. Understanding of Government legislation.
- DUTIES** : Implement health and safety legislation, regulations with an objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of staff and visitors. Develops and shares a vision and mission for the section. Promotes safety awareness in working environment. Increase Health and Safety awareness at all levels within the organizations. Distribution of emergency procedures and fire safety programmes. Investigate and report on all accidents occurring at workplace. Conduct safety inspections. Assist in the basic Occupational Health and Safety policy implementation. Assist in the organization and facilitation of workshops to create awareness on policies and guidelines. Manages all human resources and administration functions within the section. Coordinate training of personnel in areas of safety including first aid. Respond to employee's safety concerns. Ensure equipment's are available to ensure safe environment during emergency.
- ENQUIRIES APPLICATIONS** : Mr CS Nzimande Tel No: (041) 508 9719
 : WRIOM Operations Southern (Gqeberha/Port Elizabeth) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Gqeberha/Port Elizabeth.
- FOR ATTENTION** : Mr. M Jonkerman

POST 02/103 : **CONTROL WATER CONTROL OFFICER REF NO: 030223/03**
Branch: Infrastructure Management: Southern Operations - Water Resources
Infrastructure Operations and Maintenance

SALARY : R331 188 per annum (Level 08)
CENTRE : Western Cape (Worcester)
REQUIREMENTS : A National Diploma or Degree in Water Quality Management/Production or Operations Management. Appropriate experience within the field of water distribution for the period of at least three to five years as a Water Control Officer is required. A valid and unexpired driver's license. The following will serve as recommendations: Knowledge in controlling and managing water distribution. Knowledge in water related Policy implementation. Knowledge in financial management act and human resources. Knowledge and implementation of the OHS act. Monitoring and evaluation principles. Knowledge in supporting water utilization and water resource strategy. Knowledge of drought and flood management implementation. Understanding of Government legislation. Knowledge in grievance and disciplinary procedures. Knowledge in monitoring and reporting water pollution and alien vegetation and knowledge in basic civil, mechanical, and electrical maintenance.

DUTIES : To evaluate and report the distribution of water to water-users from government water schemes in the Gouritz WMA. Development of operational roaster/schedule and manage the distribution of water to water-users. Evaluate the distribution of water supply to water users to promote higher productivity and cost effectiveness. Manage the water supply and abstraction and investigate problems thereof and initiate remedial steps. Ensure that routine dam safety inspections and dam management are performed in line with dam safety regulations. Compile and manage the budget of the component with regards to water supply functions.

ENQUIRIES : Mr. JJ Raats at (082) 805 9838
APPLICATIONS : Worcester: Please forward your application quoting the relevant reference number to Department of Water and Sanitation, P.O. Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer, Gqeberha/Port Elizabeth.

FOR ATTENTION : Mr M Jonkerman

POST 02/104 : **SURVEY TECHNICIAN PRODUCTION GRADE A-C: SURVEY SERVICES**
REF NO: 030223/04 (X2 POSTS)
Branch: Infrastructure Management: Southern Operations: Survey Services

SALARY : R326 031 - R495 099 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE : Port Elizabeth / Gqeberha
REQUIREMENTS : A National Diploma in Surveying (T or N Stream) or relevant qualification. Three (3) years post qualification Technical Survey experience. Professional registration with the South African Geomatics Council (SAGC) as a Surveyor/Surveyor Technician. A valid and unexpired driver's license. A valid skippers license category R power driven vessels will be an added advantage. Project Management skills. Good written and verbal communication skills. Physical fitness. Computer literacy skills preferable in MS Excel, MS Word, and MS Power Point. CAD and survey calculation packages in particular Model Maker, MS Office, Hypack and Trimble business Centre. Practical experience: Precise Engineering Surveys, Topographic - and detail surveys, Hydrographic Surveys and Cadastral Surveys. Be fully conversant with GPS and other survey equipment (Total Stations, levels etc.) Good Leadership qualities. Candidates may be subjected to a skills and knowledge test.

DUTIES : Precise Engineering surveys for deformation and settlement monitoring of structures. Topographic and detail surveys for design and construction. Hydrographic surveys for capacity determination and processing of echo soundings. Cadastral Surveys for determination of servitudes and purchase lines. Make use of computer equipment to produce final maps and reports. Perform duties away from the office and must be able to travel excessive distances. Undertake deformation surveys, tacheometrical surveys, hydrographic surveys, aerial surveys, calibration surveys, planning and ground control. GPS rapid static, Kinematic surveys and processing, cadastral

surveys. Training of assisting survey personnel. Perform administrative and related functions. Execute ad hoc tasks.

ENQUIRIES APPLICATIONS : Mr HFM Lodewyk Tel No: (041) 508 9769

WRIOM Southern Operations (Gqeberha/Port Elizabeth): Please forward your application to the Department of Water and Sanitation, P.O Box 5501,Walmer,Gqeberha/Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road ,Walmer.

FOR ATTENTION : Mr. M Jonkerman

POST 02/105 : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A - C**
COMPLIANCE, MONITORING AND ENFORCEMENT REF NO: 030223/05
Branch: Provincial Coordination and International Cooperation North-West

SALARY : R326 031 - R495 099 per annum, (OSD), (Offer will be based on proven years of experience)

CENTRE : Mmabatho

REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as an Engineering Technician. A valid and unexpired driver's licence. Project Management. Technical Design and analysis. Research development. Computer-aided engineering applications. Knowledge of legal compliance. Technical Report writing. Technical consulting.

DUTIES : Research and development. Render technical services to the directorate. Assist engineers, technologists and associates in the appraisal of business plans and technical reports. Conduct dam safety inspections and Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs with specifications and submit for approval by the relevant authority. Perform administrative and related functions.

ENQUIRIES APPLICATIONS : Ms W Ralekoa at (082) 875 4158

Please forward your applications to the Provincial Head: North West, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or and deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

FOR ATTENTION : Mr Ntwe MJ

POST 02/106 : **ARTISAN FOREMAN GRADE A MECHANICAL REF NO: 030223/06**
Branch: Infrastructure Management Southern Operations
SD: Mech/Elec Maintenance

SALARY : R318 090 per annum, (OSD)

CENTRE : Uitkeer

REQUIREMENTS : An appropriate Mechanical related Trade Test Certificate. Five (5) years post qualification experience as an Artisan. A valid and unexpired driver's license. Technical report writing. Communication and computer skills. The applicant must be able to read and interpret manufacturing drawings. Knowledge and experience regarding compliance to the Occupational Health and Safety Act in workshop and –site environment is essential.

DUTIES : Manage the mechanical workshop with about 10 people and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels) on Western Cape Government Water Schemes through planned maintenance, scheduled- and unscheduled repairs and refurbishment projects. Manufacture items from own planning and from design drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Accept appointment as a Section 2(1), responsible person, for mechanical equipment. Evaluate and identify staff training needs and assist with training facilitation process. Manage and evaluate staff performance on an ongoing basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES APPLICATIONS : Mr JM Viljoen Tel No: (041) 508 9703

Uitkeer: Please forward your application quoting the relevant reference number to Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Gqeberha/Port Elizabeth.

FOR ATTENTION NOTE : M Jonkerman
 : Applicants may be subjected to skills testing as part of the recruitment process, to prove technical competence for the post.

POST 02/107 : **TRADESMAN AID (ELECTRICAL) REF NO: 030223/08**
 Branch: Infrastructure Management: Southern Operations Electrical & Electronic Maintenance

SALARY CENTRE REQUIREMENTS : R128 166 per annum (Level 03)
 : Worcester
 : Applicants must be in possession of an ABET certificate equivalent to Grade 10. One (1) to two (2) years experience in general electrical maintenance and workshop practices. A valid and unexpired driver's license. Experience must include site work, maintenance of office related infrastructure (lights, switch gear), maintenance of water related equipment (pumps, valves, sluices, cranes). Basic knowledge of Health and Safety, First Aid, Crane Operator and rigging will be a recommendation. Must have good technical problem-solving abilities. Must be able to communicate in English.

DUTIES : Assist and support the Artisan and other technical personnel in performing electrical services which include the following: maintenance of electrical and general equipment and perform inspections after returning from task. Loading and unloading equipment from vehicles. Clean equipment and workplace when returning to the office. Report any unserviceable and lost equipment to the Supervisor. The incumbent will work away from the office for extended periods of time. The candidate must be willing to travel in the execution of his/her duties.

ENQUIRIES APPLICATIONS : Mr. P Gillespie Tel No: (023- 348 5600/ 082 809 5718)
 : Worcester: Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Gqeberha/Port Elizabeth 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Gqeberha/Port Elizabeth.

FOR ATTENTION : Mr M Jonkerman

POST 02/108 : **GENERAL WORKER REF NO: 030223/09**
 Branch: Infrastructure Management Southern Operations

SALARY CENTRE REQUIREMENTS : R107 196 per annum (Level 02)
 : Glen Mellville Dam
 : ABET qualification. Two (2) years experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work in or near rivers, dams and canals.

DUTIES : Clean and maintain grounds, canals etc. Repair tools and structures such as building, fences, around canals dam areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters and other ground features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep walkways, grounds and clean buildings by sweeping and washing floors.

ENQUIRIES APPLICATIONS : Mr. SF Cannon at 060 980 4705
 : Glen Mellville Dam: Please forward your application quoting the relevant reference number to Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Gqeberha/Port Elizabeth.

FOR ATTENTION : Mr M Jonkerman

POST 02/109 : **GENERAL WORKER: LABOURER (BUILD/MAINT) REF NO: 030223/10**
Branch: Infrastructure Management Southern Operations

SALARY : R107 196 per annum (Level 02)
CENTRE : De Mist Kraal Dam
REQUIREMENTS : ABET qualification. Two (2) years' experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work in or near rivers, dams and canals.

DUTIES : Clean and maintain grounds, canals etc. Repair tools and structures such as building, fences, around canals dam areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters and other ground features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep walkways, grounds and clean buildings by sweeping and washing floors.

ENQUIRIES : Mr. SF Cannon at 060 980 4705
APPLICATIONS : De Mist Kraal Dam: Please forward your application quoting the relevant reference number to Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Gqeberha/Port Elizabeth.

FOR ATTENTION : Mr M Jonkerman

POST 02/110 : **GENERAL WORKER: LABOURER (BUILD/MAINT) REF NO: 030223/11**
Branch: Infrastructure Management Southern Operations

SALARY : R107 196 per annum (Level 02)
CENTRE : Grass Ridge Dam
REQUIREMENTS : ABET qualification. Two (2) years' experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work in or near rivers, dams and canals.

DUTIES : Clean and maintain grounds, canals etc. Repair tools and structures such as building, fences, around canals dam areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters and other ground features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep walkways, grounds and clean buildings by sweeping and washing floors.

ENQUIRIES : Mr. SF Cannon at 060 980 4705
APPLICATIONS : Grass Ridge Dam: Please forward your application quoting the relevant reference number to Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Gqeberha/Port Elizabeth.

FOR ATTENTION : M Jonkerman

POST 02/111 : **GENERAL WORKER REF NO: 030223/12**
Branch: Infrastructure Management Southern Operations

SALARY : R107 196 per annum (Level 02)
CENTRE : Qamata
REQUIREMENTS : ABET qualification. Two (2) years' experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of the pruning and trimming process and techniques. Basic knowledge of chemical use (dilution/mix) chemical product knowledge. Basic knowledge daily maintenance procedures for efficient machine/equipment performance. Basic in supporting water utilization and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work in or near rivers, dams and canals.

DUTIES : Clean and maintain grounds, canals etc. Repair tools and structures such as building, fences, around canals dam areas and benches using hand and power tools. Mix spray or spread fertilizers using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, planters and other ground features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep walkways, grounds and clean buildings by sweeping and washing floors.

ENQUIRIES : Mr. ML Boyce at 082 809 5905
APPLICATIONS : Qamata: Please forward your application quoting the relevant reference number to Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha/Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Gqeberha/Port Elizabeth.

FOR ATTENTION : Mr M Jonkerman

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Applications are submitted via one of the options below: via the e-recruitment system which is accessible at <https://erecruitment.ecotp.gov.za>. The e-Recruitment System closes at 23:59 on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile; send an email with your ID Number, your profile email address and the details of the issue to: erecruitment@safetyec.gov.za, OR post to the Recruitment Centre, Community Safety P/BagX0057, Bisho 5605 OR Hand Deliver: to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605.
- FOR ATTENTION** : Ms Sinazo Mpafa
- CLOSING DATE** : 03 February 2023
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. 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: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

- POST 02/112** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DOCS 01/01/2023**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Head Office (Bisho)
- REQUIREMENTS** : National Senior Certificate and appropriate Bachelor's Degree/Diploma (NQF Level 6) in Human Resource Management or Industrial Relations / Labour Law. A minimum of five (10) Years of relevant experience within a Labour Relations within public or private entities with at least five (5) years at the Supervisory level (8). Sound knowledge of labour legislation and prescripts within Public

		Sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, Collective Agreements and Policies in the Public Service. Sound conflict Management and communication 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. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate or coordinate all grievances and complaints lodged by employees in the Department. Represent or Coordinate the representation of the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council and Commission for Conciliation, Mediation and Arbitration. Attend Departmental Multi-Lateral Labour Forums in the Province and Department. Manage labour related information and records within the Department. Monitor precautionary suspensions and appeals in the Department. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters across the Department. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to the relevant structure of governance. Management of strike and compile circulars on the management of strike actions; Monitor and evaluate the implementation, review and the development of the Departmental labour related policies. Administer the appointment of Presiding Officers and Investigation Officers.
<u>ENQUIRIES</u>	:	can be directed to Ms. S. Mpafa / Ms. B. Mndindwa at 079 284 6709 For e-Recruitment technical enquiries email to: erecruitment@safetyec.gov.za
<u>POST 02/113</u>	:	<u>HR PRACTITIONER: HR PLAN & EMPLOYMENT EQUITY REF NO: DOCS 02/01/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07) Head Office (Bisho) National Senior Certificate and appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Human Resources Management. A minimum of five (5) years' relevant experience in a Human Resource Planning and Employment Equity environment. A valid driver/s license. Knowledge of (Power Point and advanced Excel – theory and practical application of pivot tables), facilitation and report writing, good communication, good client orientation and customer focus, problem solving, decision making, analytical skills, ability to conduct research, work under pressure, to work independently and as part of the team. Knowledge and application of Public Service regulatory framework (PSA, PSR, Employment Equity Prescripts and Policies, HR Planning Strategic Framework and Employment Equity Plan).
<u>DUTIES</u>	:	Development of the Human Resource Plan through consultative process linked to the strategic priorities and medium-term strategic framework. Develop action plans to implement identified strategies. Engage with line and executive managers to monitor and evaluate performance on the implementation of the Human Resource Plan. Monitor the development and maintenance of effective Human Resource and Administrative delegations. Prepare quarterly progress reports on Human Resource Planning Implementation Report and delegations. Management of Human Resources and administrative functions. Prepare and review the Departmental Employment Equity Plan and monitor the submissions of the all EE reports to the relevant institutions. Facilitate the process of effective implementation of the Employment equity plan. Ensure compliance of the Department with Employment Equity Act. Coordinate and monitor the effectiveness of the quarterly sitting of the Employment Equity Committee and the reaching of the numeric goals and targets.
<u>ENQUIRIES</u>	:	can be directed to Ms. S. Mpafa / Ms. B. Mndindwa at 079 284 6709 For e-Recruitment technical enquiries email to: erecruitment@safetyec.gov.za
<u>POST 02/114</u>	:	<u>ADMIN CLERK: FINANCIAL MANAGEMENT AND SUPPLY CHAIN MANAGEMENT REF NO: DOCS 03/01/2023</u>
<u>SALARY CENTRE</u>	:	R181 599 per annum (Level 05) Sarah Baartman District (Gqeberha)

<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12 with a minimum of two (2) years' experience in Supply Chain Management or Bachelor's Degree / National Diploma (NQF Level 6) in Supply Chain Management / Business Administration with (0-1) year experience in Supply Chain Management. Knowledge: Demonstrative computer literacy (word processing, spreadsheets, presentations). SCM Prescripts, PFMA, PSR and PSA and Treasury Regulations. BAS, LOGIS and other related systems. Skills: Basic numeracy, computer literacy, analytical thinking, problem solving skills, communication and organising and time management.
<u>DUTIES</u>	:	Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Compile procurement plans and compliance report. Liaise with internal and external stakeholders in relation to procurement of goods and services, capture information and generate orders on LOGIS, follow up on outstanding orders, and compile generic reports in respect of order transactions. Understanding of BAS System and the maintenance of supplier database. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paperwork for distribution of goods, capture invoices from suppliers. Render clerical support to transport and travel services and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, coordinate the submissions of subsistence and travel claims for approval, update all compliant invoices. Render general clerical support services. Maintain good record keeping, provide logistical support for meetings and capture office requisitions.
<u>ENQUIRIES</u>	:	can be directed to Ms. S. Mpafa / Ms. B. Mndindwa at 079 284 6709 For e-Recruitment technical enquiries email to: erecruitment@safetynec.gov.za
<u>POST 02/115</u>	:	<u>ADMIN CLERK: HUMAN RESOURCES DEVELOPMENT REF NO: DOCS 04/01/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05) Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate / Grade 12 with a minimum of two (2) years' experience in Human Resource Development or Bachelor's Degree / National Diploma (NQF Level 6) in Human Resources Management / Human Resource Development/ Management of Training (0-1) experience in Human Resource Development (HRD). A valid driver's licence. Sound knowledge of Skills Development Act and PSR, PSA and Framework. Must have knowledge and experience in PERSAL Systems. Good communication skills (verbal and written). Ability to interpret directives. Ability to work in a team and independently and maintain confidentiality. Willingness to travel. Computer skills.
<u>DUTIES</u>	:	Assist in conducting training needs analysis and development of the Department's Workplace Skills Plan (WSP). Provide logistic arrangement of the Training and Development programmes. Assist in the administration of the Bursary Scheme. Provide administration support in the placement of youth in workplaces to enable them to gain experiential learning. Assist on logistics during the boarding and Orientation Programmes as well as the Internship and Learnership Programmes. Administer the implementation and facilitate compulsory induction programme to new entrants into public service. Assist in the management of performance agreement for employees. Assist in the implementation of personnel development plans of employees. Assist in the coordination of moderating committees, Performance Assessment Appeal Panel. Administration of PMDS database submissions. Manage the compilation of Quarterly and compliance reports on the status of PMDS. Manage the maintenance of accurate records of PMDS. Ensure that the assessments are correctly done and assist managers with this. Ensure that assessments are done bi-annually and annually. Perform budget calculations for performance. Assist in ensuring the implementation of the identified trainings according to Performance Agreements/Assessments and serve as scribe during skills development meetings. Ensure that the Performance agreements and work plans are aligned through the various levels and submitted. Monitor probations, capture PMDS related transactions or activities on PERSAL and the submission of quarterly and annual reports.

ENQUIRIES : can be directed to Ms. S. Mpafa / Ms. B. Mndindwa at 079 284 6709
For e-Recruitment technical enquiries email to: erecruitment@safetyec.gov.za

**DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
(DEDEAT) in the Eastern Cape is an equal opportunity, affirmative action employer.**

APPLICATIONS : Applications are submitted via one of the options below: via the e-recruitment system which is accessible at <https://erecruitment.ecotp.gov.za>. The e-Recruitment System closes at 23:59 on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile; send an email with your ID Number, your profile email address and the details of the issue to: Olwethu.Desi@dedea.gov.za (NB: Technical Glitches – NOT CVs). Technical support is limited to working hours: 08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/ CVs to: Olwethu.Desi@dedea.gov.za and not as specified – your application will be regarded as lost and will not be considered. Applications received after the closing date will not be considered. No faxed/mailed applications will be accepted.

FOR ATTENTION : Mr Neil Lange

CLOSING DATE : 03 February 2023

NOTE : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. 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: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 02/116 : **DIRECTOR: AGRO PROCESSING REF NO: DEDEA/2023/01/01**

SALARY : R1 105 383 – R 1 302 102 per annum (Level 13)

CENTRE : Head Office (Bisho)

REQUIREMENTS : NQF Level 7 (B- Degree/ Advanced Diploma) in Economics/Business Management /Natural Sciences/ BSc in Agriculture or related studies 5 years'

experience at middle/ senior managerial level. A valid driver's license is required. Knowledge of: Public Service Act, Treasury Regulations, Food Safety Act, Good Manufacturing Practice, Agricultural product Act. The following skills and attributes are required: Communication Report Writing skills, Computer Literacy, Project Management, Financial management, Management and leadership skills, Planning and Organizing, Research & Analytical skills, Interpersonal skills.

DUTIES : Manage the Provincial Agro Industry Development Programme for sector development Manage the implementation of the Agro-Industry Manufacturing (AIM) Cluster. Provide institutional support to selected economically viable agro-processing programmes and related projects. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Employment Equity target: Female/ Person with disability.

ENQUIRIES : can be directed to Mr T. Gantsho/ Mr. O. Desi Tel No: 043 605 7091
For e-Recruitment Enquiries send email to: Olwethu.Desi@dedea.gov.za

OFFICE OF THE PREMIER

APPLICATIONS : Applications are submitted via one of the options below: via the e-recruitment system which is accessible at <https://erecruitment.ecotp.gov.za>, or email their applications and quote the reference number of the post in the subject of the email to: recruitment@ecotp.gov.za. The e-Recruitment System closes at 23:59 on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile; send an email with your ID Number, your profile email address and the details of the issue to: recruitment@ecotp.gov.za

CLOSING DATE : 03 February 2023

NOTE : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. 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: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

<u>POST 02/117</u>	:	<u>DIRECTOR: PERFORMANCE MONITORING AND REPORTING (ED CLUSTER) REF NO: OTP 01/01/2023</u> (Re-Advertisement – applicants who previously applied may re-apply)
<u>SALARY</u>	:	R1 105 383 per annum (Level 13)
<u>CENTRE</u>	:	Head Office: Bhisho
<u>REQUIREMENTS</u>	:	Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Economics /Development Economics/ Development Studies. An additional qualification in Monitoring and Evaluation/Public Administration/ Public Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director Level in the performance monitoring in an economic development environment in the public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional, and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR). Public Service Act (PSA). Knowledge management practices. Key Competencies: Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Financial management skills.
<u>DUTIES</u>	:	Co-ordinate M & E Policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and explain to relevant in provincial departments. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of Risk, Finance and Supply Chain Management protocols and prescripts in area of responsibility. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timeously development of job descriptions and implementation of Work. Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility
<u>ENQUIRIES</u>	:	Can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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.

ERRATUM: Kindly note that the post of Assistant Director Ultrasound Radiographer for **Chris Hani Baragwanath Academic Hospital** with Ref No: REFS/ 014580 (X1 Post) advertised in the Public Service Vacancy Circular 01 dated 13 January 2023, the reference number has been amended as follows: Ref No: REFS/ 015680 with REFS/01580 (x1) advertised in the Public Service Vacancy Circular Service Vacancy Circular 01 dated 13 January 2023, We apologise for the inconvenience caused. And Diagnostics Radiographer for **Chris Hani Baragwanath Academic Hospital** with Ref No: REFS/ 015665 (X3 Posts) advertised in the Public Service Vacancy Circular 01 dated 13 January 2023, the salary notch for Grade 1 R322 427 per annum has been amended as follows: R322 427 per annum with R332 427 per annum advertised on the Public Service Vacancy Circular Service Vacancy Circular 01 dated 13 January 2023. We apologise for the inconvenience caused.

OTHER POSTS

<u>POST 02/118</u>	:	<u>CLINICAL MANAGER (THEATRE AND ANAESTHESIA, OBSTRICTICS AND GYNAECOLOGY REF NO: PWH/CM (OBS & GYN, HAST) 01/2023</u> Directorate: Hospital Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 227 255 (Min) – R1 362 063 (Max) per annum, plus benefits Pretoria West District Hospital Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of six (6) years' experience as a Medical Officer after registration with HPCSA as a Medical Practitioner, Diploma / Certificate in direct HIV/TB management. Recommendations: registered as obstetric and gynae specialist and experience in HIV and TB management. Knowledge and skills: good communication and team building skills, ability to be a team leading player, ability to develop good working relationships with partners and cluster hospitals for effective patient care interventions, knowledge and understanding of DPSA policies, code of conduct and guidelines, labour relations acts, human resource management policies. Ability to interpret departmental policies, protocols and patient care guidelines, ability to advocate for the implementation of the department policies and guidelines that aim at achieving the APP indicators, knowledge of the department APP priorities and objectives. Ability to work under pressure and commuted overtime is compulsory.
<u>DUTIES</u>	:	Overall clinical leadership and Management of allocated cluster of departments. Offer a comprehensive quality level hospital services to patients. Optimally supervise departments, mentor and coach junior medical staff. Support district health services. Participate and network with other hospitals and in the cluster. Perform clinical audits and provide support to other department/disciplines to ensure effective and comprehensive clinical services regarding 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. Full implement Hast guidelines, supervise the correct management of patients, innovative strategies in communicating with the cluster for your institution support, and improve independent patient management. Implement APP indicators at the hospital level. Formulate quality improvement plans for patient safety incidences and follow up to close the patient safety incident quality improvement plans. Full member of Clinical governance and hospital executive management committee. Ability to take a leading role in the multi-disciplinary team approach to patient care. Effective cooperation with higher education institutions for research and development to improve a modern approach to patient care. Manage staff leaves, working hours and commuted overtime using human resources policies. Use budget effectively and efficiently. Conduct patient redress and compile reports for serious PSI. Monitor commuted overtime and ensure adherence to RWOPS Policy. Maintain discipline and deal with

grievances and labour relations issues in terms of laid down policies and procedures. Support the hospital mother & child business model.

ENQUIRIES : Mr. M.T.K. Zondi Tel No: (012) 380 1205

APPLICATIONS : Application can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or Post posted to Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West 0117.

NOTE : Application must be submitted on a new Z83 form with the attached detailed CV. Only Shortlisted candidate will be required to submit certified copies of documents, proof of current registration and all letters stating relevant experience signed by relevant supervisors. Failure to do so will lead into Disqualification. General information: Short- Listed candidates must be available for interviews at a Date and time Determine by the Pretoria west Hospital.

CLOSING DATE : 03 February 2023

POST 02/119 : **MEDICAL SPECIALIST (OBSTRICS & GYNECOLOGY) REF NO: PWH/MO-SPC/01/2023**
Directorate: Hospital Management

SALARY : R1 156 308 (Min) – R1 227 255 (Max) per annum, plus benefits

CENTRE : Pretoria West District Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Obstetric, Gynae, No experience required after registration with the HPCSA as a Medical Specialist in Obstetric and Gynae. Knowledge And Skills: Good communication and team building skills. Human resource policies and labour Relations, management of staff leaves, teaching skills and demonstration skills, ability to be a team member on a Leading role, knowledge of procurement procedures and supply chain principles, knowledge of finance regulations i.e., management of donations. Knowledge of relevant patient care guidelines and regulated norms and standards (National core standards,) knowledge of annual performance plan objectives and priorities in relation to programs e.g. patient experience of care programs to improve clinical services.

DUTIES : Overall clinical management of Obstetrics and Gynecology unit. Supervision of medical officers, intern doctors, clinical associates, students, and other clinical staff. Managing patients at outpatient departments and function in a multi-disciplinary team. Be part of the hospital clinical management team, District Health Service management team and support management in the planning and governance of clinical service in the hospital. Reports to the Clinical Manager of Pretoria West District Hospital. Manage, develop, supervise, and implement obstetric treatment protocols, guidelines for effective management of obstetric and gynae patients. Mentors educate delegate with direct and indirect supervision to empower medical staff to execute treatment and supervise. Within your area. Patients effectively and efficiently. Improve patient/ Client care through implementation of appropriate evaluation methods, tools, protocols & Procedures. Assist the hospital in addressing the business model of moving towards regional mother and child facility, reduce referrals and manage patients effectively, manage and supervise gynae wars and obstetric care wards patient care outcomes, work with patient safety incidence committee for the complete analysis of prevention and improved approaches, manage ICU and High care patients with internal medicine multidisciplinary approach. Improve patient records keeping; enhance accessibility of clinical Service, involved in clinical auditing. Improve Data Collection among doctors and nurses. Ensure compliance with the National Core Standards/ Ideal hospital Framework. Ensure compliance with the code of conduct and public service Act, Regulations, and PFMA. Assist in managing internal and external stakeholder complains & conflicts effectively, within the unit. Permanent Residence or SA Citizenship in essential. Contribute to the academic Activities of the Hospital. To perform commuted Overtime Duties.

ENQUIRIES : Dr. BL Mashaba: Tel No: (012) 380 1205/1350/1519

APPLICATIONS : Application can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or Post posted to Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West, 0117.

NOTE : Application must be submitted on a new Z83 form with the attached detailed CV. Only Shortlisted candidate will be required to submit certified copies of documents, proof of current registration and all letters stating relevant experience signed by relevant supervisors. Failure to do so will lead into Disqualification. General information: Short- Listed candidates must be

available for interviews at a Date and time Determine by the Pretoria west Hospital.

CLOSING DATE : 03 February 2023

POST 02/120 : **DENTAL SPECIALIST ORTHODONTICS GRADE 1/2/3 REF NO: DSORTHO/01/23 (X1 POST)**
Directorate: Orthodontics

SALARY : R1 156 308 – R1 534 356 per annum, (inclusive package), excl commuted overtime

CENTRE REQUIREMENTS : Wits Oral Health Centre
Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in Orthodontics. Registration with HPCSA as a Dental Specialist within the relevant discipline of Orthodontics. Appropriate Clinical experience as a Specialist in Orthodontics after registration with Health Professional Council of South Africa. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.

DUTIES : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.

ENQUIRIES APPLICATIONS : Dr ME Makofane Mosidi.makofane@wits.ac.za
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, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown. Or send via email to Pulankana.monama@gauteng.gov.za .No faxed applications will be accepted.

NOTE : This training post is a joint appointment for Gauteng Health and Wits University. 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 as well as and current proof of HPCSA 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 : 10 February 2023

POST 02/121 : **MEDICAL SPECIALIST: EAR, NOSE & THROAT GRADE 1-3 REF NO: REFS/015572**
Directorate: Medical Department
(Re-Advertisement)

SALARY : Grade 1: R1 156 308 per annum, (all-inclusive remuneration package)
Grade 2: R1 322 100 per annum, (all-inclusive remuneration package)
Grade 3: R1 534 356 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 ENT 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. 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 ENT 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 ENT 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 : Dr. P Phanzu Tel No: (011) 411 3508

APPLICATIONS : Applications 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 : 03 February 2023

POST 02/122 : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015799 (X1 POST)**
Directorate: Ophthalmology

SALARY : R1 156 308 per annum, (all inclusive)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Health Professions Council of South Africa (HPCSA) registration as Medical Specialist in Ophthalmology. No experience required Competence/Knowledge/Skills: 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 mental health care users Computer Literacy. Aptitude for increasing the “footprint” ophthalmology service across the CHBAH hospital cluster. Candidate is expected to have competency in various ophthalmic surgical skills, assist with the running of various speciality clinics, teaching undergraduates and postgraduates (including supervision of MMED thesis) be willing to perform overtime work, volunteer for additional weekend surgery lists on an ad hoc basis.

DUTIES : Supervising the management of and managing ophthalmic patients and coordinate services. To help with general clinic at St John. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Dr H.D. Alli Tel No: (011) 933 8775

APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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

CLOSING DATE : 03 February 2023

POST 02/123 : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015800 (X1 POST)**
Directorate: Paediatrics (General Paediatric Wards)

SALARY : R1 156 308 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Health Professions Council of South Africa (HPCSA) registration as Medical Specialist in Paediatrics. Applicants in the process of registration with HPCSA as specialists

and will be registered within two months of the interviews will be considered. Competence/Knowledge/Skills: 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. A valid driver's license. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Clinical skills to manage high volume patient numbers have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital.

DUTIES

: To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and/or participate in the research program in the department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment). Supervising the management of and managing paediatric patients, and coordinate any services required for patient care. To provide clinical care/ services in the general paediatric wards (both inpatients and outpatients services). To assist in providing clinical services in paediatric subspecialties as determined by the department of Paediatrics. Successful candidates will be required to work in the following subspecialty clinics: Rheumatology, Neurodevelopment and any other clinic in need as determined by the Department of Paediatrics at the time of Appointment.

**ENQUIRIES
APPLICATIONS**

: Prof Velaphi Tel No: (011) 933 8400/ 8416
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

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

- CLOSING DATE** : 03 February 2023
- POST 02/124** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015801 (X1 POST)**
Directorate: Paediatrics (Neonatology)
- SALARY** : R1 156 308 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Health Professions Council of South Africa (HPCSA) registration as Medical Specialist in Paediatrics as Medical Specialist in Paediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA) as a paediatrician. Applicants in the process of registration with HPCSA as specialists and will be registered within two months of the interviews will be considered. Competence/Knowledge/Skills: Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Clinical skillset to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. A valid driver's license.
- DUTIES** : Supervising the management of and managing neonatal patients, and coordinate any services required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients, and outpatients' services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and /or participate in the research program in the Division / Department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Prof Velaphi Tel No: (011) 933 8400/ 8416
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within

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

- CLOSING DATE** : 03 February 2023
- POST 02/125** : **MEDICAL SPECIALIST REF NO: REFS/015957**
Directorate Public Health Medicine
- SALARY** : R1 156 308.per annum, (all-inclusive - package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Specialist in Public Health Medicine. Registration with the HPCSA as Medical Specialist in Public Health Medicine and current registration. No experience required after registration with the HPCSA as a Medical Specialist in Public Health Medicine. The following will be an added advantage: Further experience after registration with the HPCSA as Public Health Medicine Specialist, relevant post-graduate qualifications, experience of undergraduate and postgraduate teaching, postgraduate student supervision, and a publication track record.
- DUTIES** : The incumbent duties include Support of all teaching at the Department of Community Health, including coordination of the GEMP 4 undergraduate teaching programme. Monitoring and evaluation of hospital performance and functioning, review disease profiles and advise hospital management and clinicians accordingly, assist with national core standards, strategic and operational planning of the hospital and the cluster. Undertake relevant research performed for priority areas at the hospital, including reviewing policy implementation and case studies to improve quality of care.
- ENQUIRIES** : Prof S. Naidoo shan.naidoo@wits.ac.za
- APPLICATIONS** : Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the

recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

CLOSING DATE

: 03 February 2023

POST 02/126

MEDICAL SPECIALIST - MEDICAL ONCOLOGIST REF NO: REFS/015958

Directorate: Internal Medicine – Oncology

SALARY

: R1 156 308.per annum, (all-inclusive - package)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist physician, medical oncologist in Internal Medicine. Registration with the HPCSA as Medical Specialist physician, medical oncologist in Internal Medicine and current registration. No experience required after registration with the HPCSA as a Medical Specialist physician, medical oncologist in Internal Medicine. Skills: Patient first mentality, General management skills, Excellent communication skills, Good Professional judgement, integrity and professional dependability, Leadership experience, Conflict management, Cost-containment, Management training and experience, Technology and Computer skills, Problem-solving experience, Coaching and mentoring experience. The following will be an added advantage: Candidates with teaching and research experience.

DUTIES

: As a Specialist physician, medical oncologist in Internal Medicine, the candidate will be expected to rotate between working both in General Internal Medicine and Medical oncology. In General, Internal medicine, the candidate will be responsible for the clinical management of general medical patients within any of the Wits affiliated training hospitals. They will supervise community service medical officers, junior registrars and interns and liaise with their senior consultants daily regarding this. They will be required to perform and teach diagnostic and therapeutic procedures. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD or Speciality Ward Consultations within oncology. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Actively involved with undergraduate and post graduate teaching, supervise research, and do research. Supervise MMED. Will be responsible for service delivery audits and quality care review. To be actively involved and be the lead in multidisciplinary meetings with various stakeholders. To be actively involved in management and administrative activities of the university and the hospital. Will be required to do outreach in general medicine and or oncology. This will be a joint appointment with the university and GDH. Note: We reserve the right not to fill the post. Invited candidates will be subject to employment vetting process and medical surveillance. Academic: Performance of research within the department. Supervision of research within the department and/or MMed.

ENQUIRIES

: Prof. A Mahomed Tel No: 011 488 4649/3564

APPLICATIONS

: Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable,

the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

- CLOSING DATE** : 03 February 2023
- POST 02/127** : **MEDICAL SPECIALIST REF NO: SBAH 001/2023**
Directorate: Plastic Surgery
- SALARY** : Grade 1: R1 156 308 per annum, plus benefits
Grade 2: R1 322 100 per annum, plus benefits
Grade 3: R1 534 356 per annum, plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
MBChB, MMed (Surg) or FCS (SA). A valid registration with the HPCSA as an independent Medical Practitioner. Microsurgical skills.
- DUTIES** : Plastic and Reconstructive Surgery case load management including surgical clinics, wards and theatre. The incumbent must be willing to render services at SBAH, Kalafong and Tembisa Hospitals. This appointment is on a joint Gauteng Department of Health and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Futhermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.
- ENQUIRIES APPLICATIONS** : Prof N.Y Chauke-Malinga Tel No: 012 354 1666
Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : 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** : 03 February 2023
- POST 02/128** : **DEPUTY DIRECTOR DIAGNOSTIC RADIOGRAPHY REF NO: REFS/015954**
Directorate: Diagnostic Radiography
- SALARY** : R896 535 per annum, plus benefits
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA in the Diagnostic Radiography. Registration with the HPCSA in Diagnostic Radiography. A minimum of 3 years` appropriate experience after registration with HPCSA as a Diagnostic Radiographer. Must be currently registered with HPCSA. The following will be an added advantage: A minimum of 10 years` appropriate experience in an academic institution after registration with HPCSA of which five (5) years` experience should be in management in tertiary and/or central hospital. Relevant experience in research and data analysis, understanding of relevant Acts prescripts and Legislations. Relevant

experience in HR (Human Resource) and Financial Management. Demonstrate the ability to use Health information for planning. The applicant must be able to work under pressure, be able to lead a big team and collaborate with cluster hospitals within the CMJAH cluster to implement strategy in daily operations to achieve outcomes set.

DUTIES

: To ensure the Provision of an Efficient and Effective Radiographic Service, and also possess the ability to apply Total Quality Management for better health outcomes. To collaborate and ensure the smooth running of radiographic services within the cluster hospitals. To organize, co-ordinate and supervise the provision of general and specialised diagnostic radiography service and student clinical training according to the vision and mission statement of the Department Health and Social Development. To solve complex management and technical problems skilfully in the interest of efficient service provision. To authorise and control all projects relating to the improvement of service delivery in his/her area of operation. To promote harmonious teamwork among various categories of staff within the unit/department as well as the institution. To ensure good radiation practice to staff, patients and the community at large. Human Resources Management: To ensure the service provision and human resources training are in keeping with National, Provincial and Institutional policies and South Africa Radiation Board prescripts. To ensure the practice of good quality financial management using the Public Financial Management Act (1999). This act promotes good financial management in order to maximise service delivery through the effective and efficient use of the limited resources. To ensure that student training complies with required competencies and outcomes. To promote and facilitate staff development programmes for capacity building and career- path. To promote counselling and guidance when required and to adhere to a code of patient confidentiality. To ensure that the right calibre of personnel is recruited and that appointments conform to Employment Equity requirements, and also put in place mechanisms to recruit and retain staff. Financial Management: To provide inputs in the decision making and recommendations with regards to procurement of equipment and consumables. To monitor expenditure and implement innovative methods of using available financial and human resources to meet the goal. To be responsible for the safe-keeping and use of state/institutional assets in the department. Operations and strategic management: To apply leadership and strategic management skills when planning, co-ordinating and implementing protocols/guidelines/Standard Operation procedures in order to streamline diagnostic radiography according to prescribed referral patterns. To identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the department's service delivery. To take calculated risks in a manner that does not jeopardize the direct interest of stakeholders. To anticipate and respond to changes in the business environment and make informed decisions under conditions of uncertainty. To participate and make inputs at institutional and provincial management meetings.

**ENQUIRIES
APPLICATIONS**

: Dr. O.I Ubogu Tel No: 011 488 3225
: Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity

verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

CLOSING DATE

: 03 February 2023

POST 02/129

: **DEPUTY DIRECTOR OCCUPATIONAL THERAPY REF NO: REFS/015956**
Directorate: Occupational Therapy

**SALARY
CENTRE**

: R896 535 per annum, plus benefits
: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows for registration with HPCSA in the Occupational Therapy. Registration with the HPCSA in Occupational Therapy. A minimum of 3 years' appropriate experience after registration with HPCSA in Occupational Therapy. Must be currently registered with HPCSA. The following will be an added advantage: A minimum of 10 years' appropriate experience in an academic institution after registration with HPCSA of which five (5) years' experience should be in management in tertiary and/or central hospital. Relevant experience in research and data analysis, understanding of relevant Acts prescripts and Legislations. Relevant experience in HR (Human Resource) and Financial Management. Demonstrate the ability to use Health information for planning. The applicant must be able to work under pressure, be able to lead a big team and collaborate with cluster hospitals within the CMJAH cluster to implement strategy in daily operations to achieve outcomes set.

DUTIES

: Ensure provision of quality occupational therapy services are rendered based on guidelines and protocols. Implement quality assurance measures in the section and ensure that areas of non-compliance are attended to. Develop and ensure implementation of strategies in occupational therapy services as required. Management and administration of tasks in the section. Supervision of staff and ensure that continuous professional development system is in place. Relevant experience in research and data analysis will serve as an advantage. Understanding of the relevant Acts prescripts and legislations. Relevant experience in HR (Human Resource) and financial management. Demonstrate the ability to use Health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcomes set. Previous management experience of five (5) years will be an advantage. To ensure the Provision of an Efficient and Effective Radiographic Service, and also possess the ability to apply Total Quality Management for better health outcomes. To collaborate and ensure the smooth running of occupational therapy services within the cluster hospitals. To organize, co-ordinate and supervise the provision of occupational services to improve activities of daily living (ADL) according to the vision and mission of the department to ensure that our clients are as functional as possible before their illness/accidents. To solve complex management and technical problems skilfully in the interest of efficient service provision. To authorise and control all projects relating to the improvement of service delivery in his/her area of operation. To promote harmonious teamwork among various categories of staff within the unit/department as well as the institution. Human Resources Management: To ensure the service provision and human resources training are in keeping with National, Provincial and Institutional policies. To ensure the practice of good quality financial management using the Public Financial Management Act (1999). This act promotes good financial management in order to maximise service delivery through the effective and efficient use of the limited resources. To ensure that student training complies with required competencies and outcomes. To promote and facilitate staff development programmes for capacity building and

career- path. To promote counselling and guidance when required and to adhere to a code of patient confidentiality. To ensure that the right calibre of personnel is recruited and that appointments conform to Employment Equity requirements, and also put in place mechanisms to recruit and retain staff. Financial Management: To provide inputs in the decision making and recommendations with regards to procurement of equipment and consumables. To monitor expenditure and implement innovative methods of using available financial and human resources to meet the goal. To be responsible for the safe-keeping and use of state/institutional assets in the department. Operations and strategic management: To apply leadership and strategic management skills when planning, co-ordinating and implementing protocols/guidelines/Standard Operation procedures in order to streamline Occupational therapy services according to prescribed referral patterns. To identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the department's service delivery. To take calculated risks in a manner that does not jeopardize the direct interest of stakeholders. To anticipate and respond to changes in the business environment and make informed decisions under conditions of uncertainty. To participate and make inputs at institutional and provincial management meetings.

**ENQUIRIES
APPLICATIONS**

: Dr. O.I Ubogu Tel No: 011 488 3225
 : Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

CLOSING DATE

: 03 February2023

POST 02/130

: **REGISTRAR PROSTHODONTICS REF NO: REGPROS/02/23 (X1 POST)**
 Directorate: Prosthodontics

SALARY

: R858 528 – R897 741 per annum, (inclusive package), exc. commuted overtime

CENTRE

: Wits Oral Health Centre

REQUIREMENTS

: Registration with HPCSA as Dentist in the category Independent Practice. A minimum of two (2) years' clinical experience as a Dentist excluding Community Service. Completed primary subjects is a prerequisite for this post.

- Applicants must have proven interest within the relevant discipline. An MSc degree or equivalent qualification relevant to the specialty will be an added advantage.
- DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in the Prosthodontics discipline. Training will involve treatment of a variety of patients within the relevant discipline, writing and presenting seminars on academic topics, completing a research project and assisting with teaching and training of undergraduate students plus involvement in the service rendering and administrative duties of the department.
- ENQUIRIES** : Prof JL Shackleton joy.shackleton@wits.ac.za
- APPLICATIONS** : New Z83 applications must be sent 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, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown. No faxed applications will be accepted
- NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. 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 as well as and current proof of HPCSA 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** : 10 February 2023
- POST 02/131** : **MEDICAL OFFICER REF NO: SBAH 002/2023**
Directorate: Internal Medicine
- SALARY** : Grade 1: R858 528 per annum, plus benefits
Grade 2: R981 639 per annum, plus benefits
Grade 3: R1 139 217 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBchB / MBBCh. A current registration with the HPCSA as a Medical Practitioner and completion of Community Service training.
- DUTIES** : Attendance of relevant clinical meetings like Mortality meetings and completing of Medico-legal documents timeously (e.g death certificates). Reduce medical litigation by exercising good clinical ethics. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Supervising of undergraduate students, interns and community service doctors. To act as domain trainer for the Interns. Interview, investigate diagnose and oversee the treatment of patients at Endocrinology OPD from Monday to Friday. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Ms. L Mgnuni Tel No: 012 354 2112
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : 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** : 03 February 2023

POST 02/132 : **MEDICAL OFFICER GRADE 1 REF NO: REFS/ 015854 (X1 POST)**
Directorate: Surgery

SALARY : R858 528 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an Independent Medical Practitioner and must be post Community Service. No experience required.

DUTIES : Management of General Surgery patients in emergency unit, ICU, high dependency unit and ward under supervision. Booking and assisting in theatre lists both emergency and elective cases. Administrative duties within each unit. Daily management of in-ward patients including examination, management, and resuscitation. Triage and admissions of emergency surgery and trauma patients. Management of Surgical Outpatient Department patients. Ability to work under pressure and under supervision. Ability to take orders and guidance from senior colleagues with no conflict. Reliability, leadership, discipline, and self-confidence. Ability to establish a working relationship in a multidisciplinary team with anaesthesia, ICU, nursing team and emergency department staff. Managing and supervising junior staff members in your team. Ability to adapt to rotations within surgical department.

ENQUIRIES : Dr Ndwambi Tel No: (011) 933 9267/8804
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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

CLOSING DATE : 10 February 2023

- POST 02/133** : **ASSISTANT MANAGER NURSING SPECIALTY (CRITICAL CARE NURSING – GENERAL) (PN-B4) REF NO: CHBAH 614 (X1 POST)**
 Directorate: Nursing Services (General Intensive Care Unit & Burns Unit)
- SALARY** : R642 942 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Medical and Surgical Nursing Science (Critical Care Nursing - General). At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted).

The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 10 February 2023
- POST 02/134** : **ASSISTANT MANAGER NURSING SPECIALITY (CRITICAL CARE NURSING – GENERAL) (PN-B4) REF NO: CHBAH 615 (X1 POST)**
Directorate: Nursing Services (Surgery)
- SALARY CENTRE REQUIREMENTS** : R642 942 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Medical and Surgical Nursing Science (Critical Care Nursing - General). At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Maintenance Framework Version 2.0.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying

the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 10 February 2023
- POST 02/135** : **ASSISTANT MANAGER NURSING SPECIALTY: CRITICAL CARE NURSING – GENERAL/TRAUMA & EMERGENCY OR OPERATING THEATRE (PN-B4) REF NO: CHBAH 616 (X1 POST)**
Directorate: Nursing Services (Clinical Support Functional Business Unit)
- SALARY CENTRE REQUIREMENTS** : R642 942 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Medical and Surgical Nursing Science (Critical Care Nursing – General/Trauma & Emergency or Operating Theatre Nursing). At least three (3) years of the period referred to above must be appropriate/recognize experience at Management Level/Night Supervisor in Intensive Care Unit, Accident & Emergency Unit or Operating Theatre. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological

order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 10 February 2023
- POST 02/136** : **ASSISTANT MANAGER NURSING SPECIALTY: CHILD NURSING SCIENCE (PN-B4) REF NO: CHBAH 617 (X1 POST)**
Directorate: Nursing Services (Paediatric Department)
- SALARY CENTRE REQUIREMENTS** : R642 942 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Child Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at Management Level/Night Supervisor in Paediatric Department. Competencies/Knowledge/Skills: Knowledge of legal prescriptions that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should

state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 10 February 2023

POST 02/137

: **ASSISTANT MANAGER NURSING SPECIALTY: MIDWIFERY AND NEONATAL NURSING SCIENCE (PN-B4) REF NO: CHBAH 618 (X1 POST)**
Directorate: Nursing Services (Obstetrics & Gynaecology Department)

SALARY CENTRE REQUIREMENTS

: R642 942 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Midwifery and Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at Management Level/Night Supervisor in Obstetrics & Gynaecology Department. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development.

ENQUIRIES APPLICATIONS

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main

NOTE

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 10 February 2023

POST 02/138

: **OPERATIONAL MANAGER NURSING SPECIALTY (CRITICAL CARE NURSING – GENERAL) (PN-B3) REF NO: CHBAH 619 (X2 POSTS)**
Directorate: Nursing Services (Surgery)

SALARY CENTRE REQUIREMENTS

: R588 378 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science (Critical Care Nursing - General). Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material

resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

**ENQUIRIES
APPLICATIONS**

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 10 February 2023

POST 02/139

: **ASSISTANT MANAGER NURSING AREA: NIGHT DUTY - PN-A7 REF NO: CHBAH 620 (X1 POST)**
Directorate: Nursing Services (Surgery & Ophthalmology Functional Business Unit)

**SALARY
CENTRE
REQUIREMENTS**

: R588 378 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: A Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 8 years appropriate/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/recognizable experience at Management Level or as a Night Supervisor in Surgery, Orthopaedic or Ophthalmology Departments. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and

comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development.

ENQUIRIES
APPLICATIONS

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 10 February 2023

POST 02/140

: **ASSISTANT MANAGER NURSING AREA: NIGHT DUTY - PN-A7 REF NO: CHBAH 621 (X1 POST)**
: Directorate: Nursing Services (Medicine & Psychiatry Functional Business Unit)

SALARY
CENTRE
REQUIREMENTS

: R588 378 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital
: A Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 8 years' appropriate/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/recognizable experience at Management Level or as a Night Coordinator/Supervisor in Medicine or Psychiatry Departments. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently

- and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 10 February 2023
- POST 02/141** : **OPERATIONAL MANAGER (SPECIALTY) PNB3 - ADVANCED MIDWIFERY (X2 POSTS)**
Directorate: Nursing
- SALARY** : R588 378 – R652 434 per annum
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable

experience in nursing after registration as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Midwifery after obtaining the 1 year post basic qualification in the relevant specialty. Computer literacy and Nursing Management/Administration qualification registered with SANC will serve as an added advantage.

DUTIES

: Promote quality of nursing care as directed by professional scope of practice and standards within a professional/legal framework. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Participate in training, research, and self-development. Demonstrate basic understanding of HR and financial policies and practice. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. 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 to enhance service delivery. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Must be prepared to work shifts. Ability to function as part of a team and display good professional image. Be willing to work shifts for the wards and Nursing Admin when the need arises. Act as Assistant Manager Nursing where necessary.

ENQUIRIES

: Dr. FF Mafisa Tel No: 012 529 3561

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

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993

CLOSING DATE

: 03 February 2023, closing time will be 12h00

POST 02/142

: **OPERATIONAL MANAGER (SPECIALTY UNIT) PNB 3 REF NO: JUB 02/2023**
Directorate: Nursing

SALARY

: R588 378 – R662 220 per annum

CENTRE

: Jubilee District Hospital

REQUIREMENTS

: Grade 12 (Matric) or equivalent qualification. Basic R425 Diploma/Degree in Nursing and Midwifery or equivalent qualification that allows for registration with the SANC as Professional Nurse. Minimum of 9 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC as the Professional Nurse in General Nursing and Midwifery. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality Units (Maternal Child and Women's Health with specific emphasis to Labour and Post Natal wards, after obtaining the 1 year post basic qualification in the relevant Speciality (Advanced Midwifery and Neonatal Nursing Science) Units specifically Labour and Post Natal Units after obtaining the 1 Year Post Basic Qualification in the relevant speciality. Registration with SANC, Ability to work independently and innovatively. Other skills/requirements: willing to work

- shifts, public holidays, after hours, standby and weekends. Ability to act for another nurse managers including night shift supervisors.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact service delivery. Ensure clinical nursing practice by the Nursing team (unit) in accordance with the scope of practice and nursing standard as determined by the hospital. Demonstrate understanding and knowledge of relevant health information to health care users to assist in achieving optional quality health care, goals and objective including rehabilitation of patients. Maintain constructive working relationship with nursing and other stake holders. Participate in the analysis, formulation of and implementation of the nursing guidelines, protocols, standards operating procedures. Practice norms and standards. Maintain professional growth /ethical standards and development of self and subordinated. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate on basic understanding of HR, Financial policies, and practices.
- ENQUIRIES** : Ms Aphane KJ Tel No: 012 717 9300
- APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department, Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 10 February 2023 Time: 15:00
- POST 02/143** : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: SBAH 003/2023**
Directorate: Nuclear Medicine
- SALARY** : Grade 1: R413 688 per annum, plus benefits
Grade 2: R487 305 per annum, plus benefits
Grade 3: R574 020 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Two qualifications; National Diploma/ Honors degree in Diagnostic Radiography plus Nuclear Medicine qualification B-tech / B.Rad (hons) or equivalent tertiary qualification that is in line with Occupational Dispensation Document (OSD). Registration with the HPCSA.
- DUTIES** : Clinical service rendering and patient care. Participating in: organizing planning, implementation of departmental policies/procedures and actively involved in CPD programs. Previous experience in Nuclear Medicine including 'hot laboratory' and PET/CT will be an advantage. The candidate must be able to work independently. Administrative duties in all relevant areas and supervision of students in clinical training.
- ENQUIRIES** : Ms. N.G Mahlangu Tel No: 012 354 1684
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : 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** : 03 February 2023

POST 02/144 : **PROFESSIONAL NURSE GRADE 1 (ADVANCED MIDWIFERY SPECIALTY) PNB 1 REF NO: JUB 03/2023**
Directorate: Nursing

SALARY : R400 644 - R464 466 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 (Matric) or equivalent qualification. Basic R425 Diploma/Degree in nursing and midwifery or equivalent qualification that allows for registration with the SANC as professional nurse. Minimum of 4 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC as the professional nurse in general nursing and midwifery .one (1) year post basic qualification in the relevant specialty. (Advanced midwifery and neonatal nursing science) registration with SANC and ability to work independently. Other kills/requirements: willingness to work shifts, public holidays, after hours and weekends.

DUTIES : Demonstrate and I depth understanding of nursing legislation and related ethical nursing practices and how this impact on service delivery. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standard determined by the relevant health facility. Maintain constructive working relationships with nursing and other stakeholders. Demonstrate effective communications with patients, supervisors and other clinicians including report writing.

ENQUIRIES : Ms Aphane K.J Tel No: (012 717 9300)
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 10 February 2023 at 15:00

POST 02/145 : **LECTURER: POST GRADUATE DIPLOMA IN PRIMARY CARE NURSING PNDI/PND II REF NO: REFS/015893 (X1 POST)**
Directorate: Nursing Education and Training

SALARY : PND I: R400 644 – R464 466 per annum, (plus benefits)
PND II R492 756 – R642 942 per annum, (plus benefits)
CENTRE : Gauteng College of Nursing (Ga-Rankuwa Campus)
REQUIREMENTS : PND 1: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife Accoucheur with SANC. Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Post basic

- qualification in Clinical Nursing Science, Health Assessment, Treatment and Care registered with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
- DUTIES** : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review, and evaluate curricula. Exercise control over student nurses.
- ENQUIRIES** : Govene B (Mr.) Tel No: (063) 504 4734
- APPLICATIONS** : Please e-mail your applications to recruit.garankuwa@gcon.ac.za. Please quote the post name in the subject line of the e-mail address to receive acknowledgement.
- NOTE** : All forms must be submitted online, using a new fully completed Z83 obtainable from www.dpsa.gov.za, please make sure that the right reference number is quoted on your application form state all your competencies, training and knowledge in your CV. Employment references must be supervisors. No need to submit qualifications, will be needed on or before the day of an interview. Employment history must reflect the complete calendar date (Eg.01 April 2017) on the C.V. It is the applicant's responsibility to have foreign qualification 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 received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. Is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualification verification, criminal record checks. 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. No hand delivery faxed, or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za
- CLOSING DATE** : 03 February 2023
- POST 02/146** : **PROFESSIONAL NURSE SPECIALTY (GRADE 1/2) REF NO: PNSPEC/03/23 (X1 POST)**
Directorate: Nursing
- SALARY** : R400 644 – R492 756 per annum, excluding benefits
- CENTRE** : WITS Oral Health Centre
- REQUIREMENTS** : Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Operating Theatre Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC.
- DUTIES** : Demonstrate an understanding of legislation, related and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care as a shift leader in accordance with the scope of practice and nursing standards as determined by the institution including being able to scrub all multi-disciplinary cases and especially Maxillofacial patients. Be able to recover all patients post operatively. Work as part of multidisciplinary team to ensure good nursing care. Be able to maintain sterility chain for all instruments and equipment. Work effectively, amicably with persons of diverse intellectual,

cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care through PMDS. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Effective utilisation of resources Participation in training, orientation of staff including registrars and participate in research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and that includes overlapping hours due to long cases.

- ENQUIRIES** : Ms T Mquqo thobela.mquqo@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, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown.
- NOTES** : 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 as well as and current proof of SANC 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** : 10 February 2023
- POST 02/147** : **LECTURER: POST GRADUATE DIPLOMA IN CRITICAL CARE NURSING (ADULT) PND I /PND I REF NO: RES/015879 (X1 POST)**
 Directorate: Nursing Education and Training
 This is a re-advertisement previous applicants are encouraged to re-apply.
- SALARY** : PND I: R400 644 – R464 466 per annum, (plus benefits)
 PND II R492 756 – R642 942 per annum, (plus benefits)
- CENTRE** : Gauteng College of Nursing (Ga-Rankuwa Campus)
- REQUIREMENTS** : PND I: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. Post Basic Qualification in Medical and Surgical Nursing Science: Critical Care Nursing- General registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Post basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing-General. A minimum of fourteen (14) years'appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.
- DUTIES** : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees

and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review, and evaluate curricula. Exercise control over student nurses. Participate in scholarly research and community engagement activities at the college. Develop, review, and evaluate curricula. Exercise control over student nurses.

ENQUIRIES : Govene B (Mr.) Tel No: (063) 504 4734
APPLICATIONS : Please e-mail your applications to recruit.garankuwa@gcon.ac.za. Please quote the post name in the subject line of the e-mail address to receive acknowledgement.

NOTE : ALL forms must be submitted online, using a newly completed Z83 obtainable from www.dpsa.gov.za. Please make sure that the right reference number is quoted on your application form. State all your competencies, training and knowledge in your CV. Employment references must be supervisors. No need to submit qualifications, will be needed on or before the day of an interview. Employment history must reflect the complete calendar date (e.g. 1 April 2017) on the C.V. 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 the closing date will not be considered. The provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC)-Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

CLOSING DATE : 03 February 2023

POST 02/148 : **LECTURER: ADVANCED DIPLOMA IN MIDWIFERY PND I /PND II REF NO: REFS/015880 (X1 POST)**
 Directorate: Nursing Education and Training
 This is a re-advertisement previous applicants are encouraged to re-apply.

SALARY : PND I: R400 644 – R464 466 per annum, (plus benefits)
 PND II R492 756 – R642 942 per annum, (plus benefits)

CENTRE : Gauteng College of Nursing (Ga-Rankuwa Campus)

REQUIREMENTS : **PND I:** A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Post Basic Qualification in Midwifery and Neonatal Nursing Science registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in

Nursing Education registered with SANC. Post basic qualification in Midwifery and Neonatal Nursing Science registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.

DUTIES : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees, and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review, and evaluate curricula. Exercise control over student nurses. Participate in scholarly research and community engagement activities at the college. Develop, review, and evaluate curricula. Exercise control over student nurses.

ENQUIRIES APPLICATIONS : Govene B (Mr.) Tel No: (063) 504 4734
: Please e-mail your applications to recruit.garankuwa@gcon.ac.za. Please quote the post name in the subject line of the e-mail address to receive acknowledgement.

NOTE : All forms must be submitted online, using a newly completed Z83 obtainable from www.dpsa.gov.za, Please make sure that the right reference number is quoted on your application form. State all your competencies, training and knowledge in your CV. Employment references must be supervisors. No need to submit qualifications, will be needed on or before the day of an interview. Employment history must reflect the complete calendar date (e.g.1 April 2017) on the C.V. 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 the closing date will not be considered. The provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC)-Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

CLOSING DATE : 03 February 2023

POST 02/149 : **LECTURER: POST GRADUATE DIPLOMA IN CHILD NURSING PNDI /PND II REF NO: REFS/015878 (X1 POST)**

Directorate: Nursing Education and Training
This is a re-advertisement previous applicants are encouraged to re-apply.

SALARY : PND I: R400 644 – R464 466 per annum, (plus benefits)
PND II: R492 756 – R642 942 per annum, (plus benefits)

CENTRE REQUIREMENTS : Gauteng College of Nursing (Ga-Rankuwa Campus)
PND I: A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Post Basic Qualification in Child Nursing registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint).A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council

(SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year. Post Basic qualification in Child Nursing Science registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.

DUTIES : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review, and evaluate curricula. Exercise control over student nurses. Participate in scholarly research and community engagement activities at the college. Develop, review, and evaluate curricula. Exercise control over student nurses.

ENQUIRIES : Govene B (Mr.) Tel No: (063) 504 4734
APPLICATIONS : Please e-mail your applications to recruit.garankuwa@gcon.ac.za. Please quote the post name in the subject line of the e-mail address to receive acknowledgement.

NOTE : ALL forms must be submitted online, using a newly completed Z83 obtainable from www.dpsa.gov.za. Please make sure that the right reference number is quoted on your application form. State all your competencies, training and knowledge in your CV. Employment references must be supervisors. No need to submit qualifications, will be needed on or before the day of an interview. Employment history must reflect the complete calendar date (e.g. 1 April 2017) on the C.V. 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 the closing date will not be considered. The provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC)-Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. No hand delivery faxed, or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

CLOSING DATE : 03 February 2023

POST 02/150 : **LECTURER: POST GRADUATE DIPLOMA HEALTH SCIENCE DYNAMICS AND HEALTH SCIENCE RESEARCH PND I /PND II REF NO: REFS/015877 (X1 POST)**
 Directorate: Nursing Education and Training

SALARY : PND I: R400 644 – R464 466 per annum, (plus benefits)
 PND II: R 92 756 – R642 942 per annum, (plus benefits)

CENTRE : Gauteng College of Nursing (Ga-Rankuwa Campus)
REQUIREMENTS : **PND 1:** A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of four (04) years'

appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife/ Accoucheur with SANC. Post Basic Qualification in (R.212) or (R.48). Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic Qualification in Nursing Education registered with SANC. Post basic qualification in (R.212) or (R.48) registered with SANC Master's degree in Nursing or Midwifery. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.

DUTIES : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review and evaluate curricula. Exercise control over student nurses.

ENQUIRIES : Govene B (Mr.) Tel No: (063) 504 4734
APPLICATIONS : Please e-mail your applications to recruit.garankuwa@gcon.ac.za. Please quote the post name in the subject line of the e-mail address to receive acknowledgement.

NOTE : All forms must be submitted online, using a new fully completed Z83 obtainable from www.dpsa.gov.za please make sure that the right reference number is quoted on your application form state all your competencies, training and knowledge in your CV. Employment references must be supervisors. No need to submit qualifications, will be needed on or before the day of an interview. Employment history must reflect the complete calendar date (eg.01 April 2017) on the C.V. It is the applicant's responsibility to have foreign qualification 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 received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability, is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. 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. No hand delivery faxed, or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za 03 February 2023

CLOSING DATE : 03 February 2023

POST 02/151 : **LECTURER: POST GRADUATE DIPLOMA IN PERI OPERATIVE NURSING PND I/PND II REF NO: REFS/ 015908 (X2 POSTS)**
 Directorate: Nursing Education and Training

SALARY : PND I: R400 644 – R464 466 per annum, (plus benefits)

PND II: R492 756 – R642 942 per annum, (plus benefits)

CENTRE : Gauteng College of Nursing (Ga-Rankuwa Campus)

REQUIREMENTS : **PND 1:** A Grade 12/ National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that

allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A minimum of four (04) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife/ Accoucheur with SANC. Post Basic Qualification or Medical and Surgical Nursing Science: Operating Theatre Nursing registered with SANC. Master's degree in Nursing or Midwifery. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence. **PND II:** A Grade 12/National Senior Certificate. A Basic qualification accredited with South African Nursing Council (SANC) in terms of government notice R.425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. Post basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. A minimum of fourteen (14) years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse and Midwife/Accoucheur with SANC. Ten (10) years of the period referred to above must be appropriate and recognizable experience in Nursing Education after obtaining the one (01) year Post Basic qualification in Nursing Education registered with SANC. Good communication, supervisory, mentoring, coaching, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (MS word, Excel, and PowerPoint). A valid driver's licence.

DUTIES : Facilitate the provision of Education and Training of student nurses in both clinical and theory. Guide and support student nurses effectively. Support vision and mission of the college through participation in meetings, committees, and college activities. Promote the image of the college. Implement assessment strategies to determine students' competency. Participate in scholarly research and community engagement activities at the college. Develop, review, and evaluate curricula. Exercise control over student nurses. Goveve B (Mr.) Tel No: (063) 504 4734

ENQUIRIES APPLICATIONS : Please e-mail your applications to recruit.garankuwa@gcon.ac.za. Please quote the post name in the subject line of the e-mail address to receive acknowledgement.

NOTE : All forms must be submitted online, using a new fully completed Z83 obtainable from www.dpsa.gov.za, please make sure that the right reference number is quoted on your application form state all your competencies, training and knowledge in your CV. Employment references must be supervisors. No need to submit qualifications, will be needed on or before the day of an interview. Employment history must reflect the complete calendar date (eg.01 April 2017) on the C.V. It is the applicant's responsibility to have foreign qualification 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 received after the closing date will not be considered. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. is legislative requirement that ally newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. 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. No hand delivery faxed, or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za. 03 February 2023

CLOSING DATE : 03 February 2023

POST 02/152 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ADLR/2023/01/06 (X1 POST)**
Directorate: Human Resources Management

SALARY CENTRE : R393 711 per annum (Level 09)
: JHB Health District

- REQUIREMENTS** : A three-year National Diploma/Bachelor's Degree/Advance Diploma in Labour Relations, Industrial Relations, and Human Resources Management (NQF Level 6/7). Minimum 5 years' experience in Labour Relations of which 3 years must be on supervisory level. Clear knowledge and understanding of Public Service Act, Public Service Regulations, Labour Relations Act, and Relevant MPESA Directives and Determination. Advance knowledge of Departmental policies and procedures, ability to understand, interpret and apply policy initiatives emanating from Government and linking it to Labour Relations. Knowledge of PERSAL. Ability to work independently and as part of a team. Ability to work under pressure and meet deadlines. Demonstrated ability to maintain objectivity. A Valid driver's licence and a willingness to travel (with exception of disabled applicants). Computer Literacy. Basic numeracy skills: Good analytical skills, Good written and verbal communication skills, Negotiating and influencing skills, Problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking.
- DUTIES** : Management of misconduct cases i.e., presiding over cases, investigating cases, representing the employer in the Disciplinary hearing, and facilitating the appeal process. Management of grievance procedure and misconduct cases as well as incapacity investigations for poor work performance and ill-health in line with applicable PSCBC resolutions, policies, and procedures. Management of disputes. Co-ordinate, administer and facilitate multilateral meetings as well as representing the employer in consultative structures within the department. Supervising of Labour Relations Officers, mentoring and supporting Labour Relations Officers within the district. Providing support and advice to facility managers within the JHB Health district with regards to all aspects of Labour Relations i.e. complaints management, strike management, management of progressive discipline. Implement maintain policies (including workshops, capacity building programmes and training) on employment relations and collective bargaining matters and ensure compliance thereof to facility and hospital managers and employees.
- ENQUIRIES** : Mrs. T Malusi Tel No: 011 694 3906
- APPLICATIONS** : Applications should be emailed to JhbHealth.DistrictjobApplications@gauteng.gov.za.
- NOTE** : A recently updated comprehensive Curriculum Vitae (CV) only must accompany a fully completed and signed new Z83 and at least three (3) contactable referees and recommended candidate will be subjected to criminal check, qualifications verifications, medical check, and background check. Failure to submit all the requested documents will result in the application not being considered. Correspondence to submit certified qualification will be communicated to short-listed candidates only. Write reference number as subject in your email. Please ensure that the reference number is quoted correctly. Incomplete applications or applications received after closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Employer: Department of Health.
- CLOSING DATE** : 10 February 2023
- POST 02/153** : **ASSISTANT DIRECTOR: PATIENT ADMINISTRATION AND LOGISTICS**
REF NO: SBAH 05/2023
Directorate: Patient Administration and Logistics
- SALARY** : R393 711 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12 and appropriate NQF level 6 qualification in business, logistics, or related field. Ten (10) years' experience in a leadership role within Administration and Logistics or a related field. Proven track record of successful project management in health. Knowledge of Public Service Acts, policies and regulations. Demonstrated ability to develop and implement strategic plan. Strong analytical and problem-solving skills. Excellent communication, interpersonal, and presentation skills. A valid driver's license. The ability to prepare and analyze figures. Strong management skills. The ability to manage a team of people. Strong attention to detail. Self-starter with strong influencing and negotiation skills. Ability to organize multiple and complex tasks. Knowledge of applicable legislation, including the Public Finance Management. The ability to work effectively with people across the Directorate.

- DUTIES** : Assist in developing and implementing plans and goals for the Directorate. Work with the Deputy Director and the Director to coordinate and supervise daily operations. Be responsible for the overall management of all cleaning functions in the hospital to ensure a clean, safe, and orderly experience for patients, customers, and workers. Carry out regular inspection on the facility to determine any unusual or recurring work that needs to be done, such as periodically stripping floor wax, cleaning, or shampooing carpets, and maintain a checklist of everyday cleaning tasks. Efficient and effective management of linen in the hospital. Ensure proper utilization of government vehicles. Ensure overall management of Outpatients, admissions, ward clerks, registry, records. Co-ordinate the activities of different patient admin sections. Strengthen record keeping processes and implement records management policies. Ensure compliance with regulations and internal policies.
- ENQUIRIES** : Mr P.M Motsweni Tel No: 012 354 2364
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : 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** : 03 February 2023
- POST 02/154** : **AUDIOLOGY PRODUCTION LEVEL REF NO: REFS/015960**
Directorate: Audiology
- SALARY** : R332 427 per annum, plus benefits
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Audiology profession. Registration with Health Professional Council of South Africa (RSA). No experience required after registration with the HPCSA in the Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player. Ability to engage in solution based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Skills: Good verbal and written communication skills, ability to work under pressure in a changing environment. The following will be an added advantage: A post graduate degree in Audiology (A), or Speech Therapist and Audiologist (STA) from a recognized University. Experience in Vestibular assessment and Rehabilitation, Electrophysiology assessment Aural Rehabilitation.
- DUTIES** : To provide effective audiology services to in and out patients. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting, issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Providing public education regarding hearing and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work within an MDT approach including attendance and participation in MDT meetings within and outside Audiology department.

**ENQUIRIES
APPLICATIONS**

: Ms. T. Radebe Tel No: 011 488 4228/4296
: Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

: 03 February 2023

POST 02/155

: **DIAGNOSTIC RADIOGRAPHER REF NO: SBAH 04/2023 (X2 POSTS)**
Directorate: Plastic Surgery

SALARY

: Grade 1: R332 427 per annum, plus benefits
Grade 2: R389 754 per annum, plus benefits
Grade 3: R459 126 per annum, plus benefits

**CENTRE
REQUIREMENTS**

: Steve Biko Academic Hospital
: Matric/Senior certificate. National Diploma, Degree in Diagnostic Radiography or appropriate qualification that allows registration with the Health Professions Council of South African HPCSA as a Diagnostic Radiographer. Registration with HPCSA as an independent diagnostic Radiographer. Current registration with the HPCSA for 2022-2023. Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current Department of Health guidelines and policies governing the Health sector and Radiography profession. **Grade 1:** No experiences required after registration with HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years' experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South Africa. Minimum of eleven (11) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of twenty (20) years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who perform community service, as required in South

- Africa. Minimum of twenty-one (21) years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, skills, Training and Competencies. Required: Sound knowledge of radiation protections. Sound knowledge of radiation protections. Sound knowledge of diagnostic radiography practice and ethos. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.
- DUTIES** : Provide diagnostic Radiography services in a 24-hour department. To produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and students. Assist in the quality assurance processes. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD programs as required by the HPCSA. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service Policies and Acts. Perform administrative duties including compiling statistics and performing any other duties as delegated by the Supervisor.
Mr OE Lekaota Tel No: 012 354 1379
- ENQUIRIES APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : 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** : 03 February 2023
- POST 02/156** : **OCCUPATIONAL THERAPIST REF NO: MRH/2023/02**
Directorate: Clinical Support and Therapeutic Services
(Re-advertisement, applicants who previously applied must re-apply)
- SALARY** : Grade 1: R332 427 – R378 318 per annum
Grade 2: R389 754 - R445 665 per annum
Grade 3: R459 126 - R557 184 per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
National Senior Certificate. Degree in occupational therapy. Appropriate clinical experience in the field of occupational therapy in all areas, current year registration with HPCSA as an occupational therapist is compulsory. Have completed community service. Good communication and computer skills, planning and organizational skills, ability to work in a multidisciplinary team. Additional in-depth experience in hands therapy would be an added advantage.
- DUTIES** : Rendering comprehensive occupational therapy production services in the field of adult physical, paediatric, and mental health conditions assist in the management of all resources in the allocated sub sections. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work. Participate in continuous professional development of self, colleagues, and students, perform record keeping and data collection.
- ENQUIRIES APPLICATIONS** : Dr. E.B. Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Ms R.M. Tloane (HR Recruitment Section).
- FOR ATTENTION NOTE** : Mr. M.H. Hlophe
Applications must be completed on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be filled in full and a detailed CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates

will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

- CLOSING DATE** : 03 February 2023
- POST 02/157** : **OPTOMETRIST REF NO: SDHS 2023/01/03 (X2 POSTS)**
- SALARY** : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : B.Tech/Degree or National Diploma in Optometry. Registered with the HPCSA as an independent practitioner with Diagnostic Privileges. A minimum of two (2) years appropriate experience in optometry and eye health. Must have a valid driver's license. Sound knowledge of government and HPCSA regulations, policies and legislation. Sound knowledge and relevant experience in eye health diagnostic procedures. Have knowledge of health education and promotion. Be service oriented and attend to detail. Have good judgment, critical thinking and decision-making skills. Be patient, empathetic and compassionate. Be able to communicate effectively, work with colleagues and be part of the multi-disciplinary team. Highly motivated and enthusiastic to contribute to eye health service. Prepared to go an extra mile.
- DUTIES** : Investigate and analyze test results and develop a treatment and management plan. Conduct screening and comprehensive eye and visual examinations. Prescribe therapeutic procedures to correct or conserve vision. Provide education and counselling to promote eye health. Participate in planned health awareness campaigns and outreach to communities. Capture data from patients daily as well as referrals given. Write and submit monthly and quarterly work reports and maintain records thereof. Be able to conduct the necessary patient and condition specific eye examinations like annual fundoscopy for diabetics as prescribed and eye screening as per the road to health card. Be part of a multidisciplinary team of professionals when managing patients. Present and share unusual clinical cases with other practitioners in the district for learning purposes.
- ENQUIRIES** : Ms. S.B. Sejake Tel No: (016) 950 6013
- APPLICATIONS** : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
- NOTE** : Applications must be submitted on a new Z83 application for employment, failure to do so will result in disqualification. Z83 form is 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 an updated CV only. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. 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. Recommended candidates will be subjected to medical assessment. People with disabilities are encouraged to apply. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.
- CLOSING DATE** : 03 February 2023
- POST 02/158** : **ENVIRONMENTAL HEALTH PRACTITIONER (GRADE 1-2) REF NO: SDHS 2023/01/02**
- SALARY** : Grade 1: R322 746 per annum
Grade 2: R407 664 per annum
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : Diploma /Bachelor's degree (B-Tech / BSC) Environmental Health recognised by SAQA at NQF Level 6 in Environmental Health, and current registration with

- HPCSA as an Environmental Health Practitioner. Knowledge of Environmental Health Services, knowledge on all related legislation, policy frameworks related to environmental health and other programmes.
- DUTIES** : Render a comprehensive environmental health services by implementing the environmental management plan and strategies. Supporting, monitoring & evaluation of Municipal Health Services Management and control of hazardous substances. Participate in outbreak response (OBR) activities and investigations of communicable diseases. Provision of environmental pollution control; conducting Environmental Health impact assessments and rendering comments, monitoring of public health care facilities. Monitor and control tobacco compliance at the health facilities. Coordinate and monitoring of Pest & vector control, Monitoring of Health Care Risk Waste Management to ensure compliance. Assist in coordinating climate change and health, Climate change implementation program ensure implementation of Climate Change Strategies. Monitoring the Environmental Health surveillance of public health facilities. Conduct water sampling/monitoring. Conducting environmental health assessments at public health facilities. Collaborate with relevant Programmes, departments, and stakeholders for Environmental Health activities.
- ENQUIRIES** : Ms. R. Adolph Tel No: 078 152 4576
- APPLICATIONS** : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD, AND/OR apply on line at www.professionaljobcentre.gpg.gov.za
- NOTE** : Applications must be submitted on a new Z83 application for employment, failure to do so will result in disqualification. Z83 form is 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 an updated CV only. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. 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. Recommended candidates will be subjected to medical assessment. People with disabilities are encouraged to apply. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.
- CLOSING DATE** : 03 February 2023
- POST 02/159** : **SOCIAL WORKER REF NO: REFS/015961**
Directorate: Social Work
- SALARY** : R269 301 per annum, plus benefits
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Formal tertiary qualification in a social work, (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. The following will be an added advantage: Knowledge of the legislative framework for health social work, other public service legislation, policies and procedures as pertains to the Social Work Professional and the Gauteng Department of Health. Computer, exposure to supervision and healthcare social work record for (SW 1-10).
- DUTIES** : Render health social work services with regard to the care, treatment, rehabilitation and reintegration of vulnerable individuals, groups, families and communities. Implement primary and secondary social work methods. Provide integrated and specialized social work services within a multidisciplinary team of health and therapeutic professionals. Engage with external stakeholders such as other government departments, NGOs and advocacy groups for patients. Produce written reports, compile monthly reports and statistics. Ability to work under pressure and after hours when required and be open to rotate within the entire hospital. The ability to provide training and debriefing sessions to the MDT and hospital staff in need. A successful candidate must be prepared

		to receive supervision and provide supervision to the students and be able to function harmoniously within social work team (department).
<u>ENQUIRIES</u>	:	Ms. M Kamko Tel No: 011 488 4135/4120
<u>APPLICATIONS</u>	:	Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Females and Males, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 02/160</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: LRO/04/23 (X1 POST)</u> Directorate: Human Resources
<u>SALARY</u>	:	R269 214 per annum (Level 07), excluding benefits
<u>CENTRE</u>	:	WITS Oral Health Centre
<u>REQUIREMENTS</u>	:	An appropriate 3-year 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 within public or private. 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.
<u>DUTIES</u>	:	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: 0114812099
- APPLICATIONS** : New Z83 applications must be sent 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, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown.
- 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** : 10 February 2023

POST 02/161

PHARMACIST ASSISTANT (POST BASIC) REF NO: SDHS 2023/01/03

- SALARY** : R217 854 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health
- REQUIREMENTS** : Grade 12. Pharmacy Assistant (Post basic) qualification or equivalent. Registration with South African Pharmacy Council (SAPC) as Pharmacy Assistant (Post basic). Computer Literacy added advantage. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislations and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of the team. High level of personal integrity, passion and commitment to the profession.

- DUTIES** : Assist in the ordering, distribution and control of stock or scheduled medicine in accordance with the Standard Operating Procedures and legislation under the direct or indirect supervision of a Pharmacist. Assist in the appropriate management of pharmaceutical items to prevent fruitless and wasteful expenditure, including the monitoring of cold chain. Provision of information to individuals to promote health under the direct or indirect supervision of a pharmacist. Reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription. Provide instructions regarding the correct use of medicine supplied under direct or indirect supervision of a pharmacist. Maintenance of all documents, to ensure a document trail for a period of 5 years in accordance with the Standard Operating Procedures and legislation. Adherence to good pharmacy practice as published in the Rules of the Council.

- ENQUIRIES** : Mr. J. Van Niekerk Tel No: 074 891 2524
- APPLICATIONS** : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD, AND/OR apply on line at www.professionaljobcentre.gpg.gov.za

- NOTE** : Applications must be submitted on a new Z83 application for employment, failure to do so will result in disqualification. Z83 form is 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 an updated CV only. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit

certified copies of qualification and other relevant documents to Human Resources Management Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. 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. Recommended candidates will be subjected to medical assessment. People with disabilities are encouraged to apply. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.

- CLOSING DATE** : 03 February 2023
- POST 02/162** : **FINANCIAL CLERK REF NO: PWH/FC/01/23**
Directorate: Finance Department
- SALARY** : R181 599 - R213 912 per annum (Level 05), (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Grade 10 or equivalent plus 2-5 years' experience in Finance or Grade 12 with 0-2 years' experience in Finance. Good communication and Interpersonal skills. Knowledge of BAS, SAP, PAAB. Knowledge of PFMA and Treasury regulations. Computer literate, good telephone Etiquette, communication skills and customer service.
- DUTIES** : The successful candidate will be expected to perform all office related Tasks. This comprises to raise patient's invoices be familiar with ICD 10 Code, IOD, RAF, Defense, SAPS and Correctional services. Making follow Ups of outstanding debts, writing-off of long outstanding untraceable Debts and submission of patient's accounts to different stakeholders. To undertake all administrative tasks pertaining to the processing of Daily transactions. Keep a good filling system. Follow up on stakeholder Queries. Any general office duties that may be required and must be willing to rotate in Finance department.
- ENQUIRIES** : Ms. A Vorster Tel No: (012) 380 1219
- APPLICATIONS** : Application can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or Post posted to Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West 0117.
- NOTE** : Application must be submitted on a new Z83 form with the attached detailed Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General Information: Short- Listed candidates must be available for interviews at a Date and time determine by the Pretoria West Hospital.
- CLOSING DATE** : 03 February 2023
- POST 02/163** : **MATERIAL RECORDING OFFICER REF NO: CHBAH 609 (X3 POSTS)**
Directorate: Supply Chain Management
- SALARY** : R181 599 per annum (Level 05), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 certificate. Computer competency skills (MS Word, MS Excel, MS PowerPoint, and Microsoft outlook). No experience Competencies/ Knowledge/ Skills: Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Comply with the rotation roster.
- DUTIES** : Request quotation from vendors. Compile documents for vetting. Committee. Create RLS01 on SAP system. Create requisition on SAP. Make follow up with Health Processing Centre to create purchase order numbers on processed requisitions. Bar-coding of assets. Conducting assets verification. Filing of all documents for audit purpose. Attend to end users' queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock for end-

users according to the VA2. Capturing of goods received voucher, processing web cycles and liaising with suppliers, ensure that all regulations, delegations, and policies are adhered to. Be analytic and innovative in executing tasks as allocated. Compile weekly and monthly reports and submit to the supervisor. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Ms M Khakhu Tel No: (011) 933 0534
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 03 February 2023

POST 02/164

: **REGISTRY CLERK REF NO: TRH 01/2023**

SALARY
CENTRE
REQUIREMENTS

: R181 599 per annum (Level 05)
: Tshwane Rehabilitation Hospital
: Grade 12 Certificate or equivalent qualifications with 5 years working experience in hospital environment. Good verbal and written communication skills, computer skills and planning and organizational skills. Ability to work independently and under pressure.

DUTIES

: To provide registry services: administration of incoming mails and correspondence. Administer and safe custody of files. Safe custody of documents for disposal in terms of National archives act. Dispatch of departmental mails/files and correspondence. Ensure official documents and correspondence are processed. Handle collection of departmental mail and packages from the post office. Distribution of memos, circulars, SOPs and notices electronically. Issue memos and SOPs numbers. Scan and make photocopies for the department. Handle job application CVs by ensuring application register is available when posts are advertised, management of application box, recording of all applications and reflect registry stamp, all

- applications with register submitted to HR. perform any other duties delegated by the supervisor.
- ENQUIRIES** : Ms S.M Lekhuleni Tel No: (012) 354 – 6025
- APPLICATIONS** : Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria). No faxed applications will be considered.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete 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 (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 10 February 2023
- POST 02/165** : **ORTHOPAEDIC AND PROSTHETIC ASSISTANT GRADE 1 REF NO: CHBAH 611 (X1 POST)**
Directorate: Orthopaedic Workshop
- SALARY** : R176 085 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 Certificate. HPCSA registration as an MOP assistant. Knowledge of orthotic shoe adjustment, general shoe repairs will be added advantage. Skills/Competence/Knowledge: Be able to use industrial sewing machines, Be able to stich callipers, Heavy duty industrial machines safely. Know how to use hand tools, ready to learn new skills.
- DUTIES** : Patient shoe adjustment, Cover callipers with leather, Blocking AFO and TLSO with molding plastic, finishing, and strapping orthoses. Manufacture insoles. Prosthetic laminations, gas and electric welding, orthotic plastic moldings and finishing, Lamination of prosthetic items. Maintain and clean Machinery. Work under supervision. Keep work area clean. Record of material used in file.
- ENQUIRIES** : Mr D Machaba Tel No: 011 933 8816
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you

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

- CLOSING DATE** : 03 February 2023
- POST 02/166** : **SECURITY OFFICER REF NO: TRH 02/2023**
- SALARY** : R151 884 per annum (Level 04)
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Grade 12 certificate plus 3-5 years' experience in security services. Experience in Hospital environment will be added advantage. Grade 'C' PSIRA qualification is required. Grade B and A will also be an added advantage. Understanding of risks management policy. Good communication and computer literacy. Ability to work in a team and under pressure. Self-discipline and knowledge of Security policies and regulations. A valid driver's licence.
- DUTIES** : the successful candidate will: Monitor security services on regular basis. Making sure that daily searching, patrolling and spot checks are conducted. Ensure that staff members, visitors, service providers and any other business entities accessing the hospital facility undergo security screening. Making sure that Security system such as CCTV and Biometrics are in place and fully functioning. Conducting internal security risks audit with the service provider and submit the report to the management. Submit security report on every month end to security risk management office at Central office. Ensuring that security monthly meetings are held and attended on regular basis. Ensure all security breaches are reported to the security service provider, SAPS and Risk management office within a period of 24 hours. All security cases are followed up with the security services provider, SAPS and all cases are closed. All security checklists/ registers are in place, daily updated, incidents are recorded in occurrence book (OB Book) immediately.
- APPLICATIONS** : Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria)
- ENQUIRIES** : Mr. ML Dlala Tel No: (012) 354 – 6117
- NOTE** : No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 10 February 2023
- POST 02/167** : **NURSING ASSISTANT REF NO: TRH 03/2023**
- SALARY** : Grade 1: R138 549 – R155 943 per annum
Grade 2: R163 974 – R184 551 per annum
Grade 3: R195 774 – R240 777 per annum
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Certificate as Nursing Assistant. Current registration with the South African Nursing Council. 1 or more years of experience as a Nursing Assistant.

- Experience in rehabilitation for physical disabled patients will be an added advantage. Willing to work in a physical rehabilitation setting and rotate in all departments. Willing to work day and night shifts, weekends and public holidays and rotate in the institution as the need arise.
- DUTIES** : Assist with quality care and provide elementary clinical nursing care. Maintain patient hygiene e.g. Washing patients, mouth care and catheter care, bladder and bowel management. Provide nutrition. Assist with mobility. Assist patients with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist Professional Nurses with clinical procedure. Preparation of patients for diagnostic and surgical procedures. Give health education to patients and families.
- ENQUIRIES APPLICATIONS** : Ms MM Rakwena Tel No: (012) 354 – 6135
: Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria)
- NOTE** : No faxed applications will be considered. Applications are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 10 February 2023
- POST 02/168** : **STORE ASSISTANT REF NO: CHBAH 612 (X1 POST)**
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum, plus benefits
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Adult education and training (AET/ABET) Level 3 or equivalent (Grade 5- 7). No experience. Competencies/ Knowledge/ Skills: Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organise and plan. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of Batho Pele Principles. Must be able to lift and move heavy objects. High level of reliability. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Knowledge of regulations and the legislative framework related to Supply Chain Management.
- DUTIES** : Receive deliveries in the warehouse. Deliver goods and services to the end users. Provide assistance to managers to the general store functions. Render an effective and efficient service within the Supply Chain Management Services. Clearing, cleaning of storerooms, and packing of stock in the shelves as per legislation. Collecting of stock/assets from other institutions. Prepared to work overtime when needs arise. Moving goods and supplies by hand, forklift and lifting gear. Carrying out any lawful and reasonable instruction as instructed by the supervisors. Prepare assets identified for disposals. Physical movement of assets from/to business units. Comply with Occupational Health and Safety Act. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (Contracting, bi-annual reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Mr S. Biyela Tel No: (011) 933 8622
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main

NOTE

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 03 February 2023

POST 02/169

FOOD SERVICE AIDS REF NO: STDH/20220014 (X5 POSTS)

Directorate: Support services

SALARY CENTRE REQUIREMENTS

: R107 196 – R126 270 per annum, plus benefits

: Sizwe Tropical Disease Hospital

: Abet level 4/ Grade 10 with 1-2 years' experience and appropriate knowledge of food preparation/ Foodservice unit practises. Exposure to large-scale catering or food preparation, i.e., hospitals and hotels, Grade 12, Food and beverage certificate and exposure to hospital environment will be an added advantage. Should be prepared to work shifts and public holidays. Be willing to work in a team and under pressure.

DUTIES

: Responsible for food preparation, snacks, Food parcels (provision) and beverages for patients. Responsible for patients' meal distribution and serving in wards. Apply hygiene and safety measures in all work areas according OHS Act. Responsible for the cleanliness of the Foodservice unit, ward kitchen and equipment. Report waste and losses. Be prepared to relieve in all areas of the Foodservice and wards when required.

ENQUIRIES APPLICATIONS

: Ms P Thwala Tel No: (011) 531 – 4346

: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE

: The application must include only fully completed 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 candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete

Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
03 February 2023

CLOSING DATE

:

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

:

Applications must be forwarded to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or 76 Boeing East Road, Bedfordview 2008 or 1215 Nicol Smith and Blesbok Ave, koedoespoort, 0183 and via email: gFleeTRecruitment@gauteng.gov.za. For general enquiries please contact Human Resources on 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za.
10 February 2023

CLOSING DATE

:

NOTE

:

Shortlisted candidates will be subject to pre-employment screening (vetting). SMS members will undergo a security clearance process by State Security Agency (SSA) and successfully completed the Nyukela Pre-entry certificate to Senior Management Services. All shortlisted candidates for SMS posts will be subjected to a technical exercise. 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). Please Note; All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must utilize the new/ most recent Z83 application for employment form (compulsory) obtainable from www.dpsa.gov.za (effective from 01 January 2022), all fields in Part A to D of the Z83 form must be completed; and Part E to G noting that there is limited space provided 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. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. 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. The Z83 is also compulsory for online applications. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position. It is our intention to promote representatively (race, gender and disability) in the Public service through the filling of posts and candidates whose transfer/promotion/appointment will promote representivity will be given preference. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualifications authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

POST 02/170

DIRECTOR VIP AND POOL REF NO: REFS/015980

Branch: G-Fleet Management
Chief Directorate: VIP and Pool

SALARY
CENTRE
REQUIREMENTS

:

:

:

R1 105 383 per annum
Bedfordview
Applicants must be in possession of Bachelor Degree/ an undergraduate qualification at NQF Level 7 as recognized by SAQA in one or more of following fields of study: Transport Logistics/Finance/ Business Management. At least 5 years' experience at middle management level, preferably in the fleet management industry. Proficient knowledge and experience in fleet management and project management. Understanding of public service and government administrative prescripts, policies, and procedures (Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government Motor Transport Handbook). Proven skills in the

following areas: operational fleet management, strategic leadership, strategic planning, monitoring and evaluation, and business partnering, customer management, problem solving and decision making, communication, negotiation and conflict management, analytical and advanced program/project/resource and financial management, report writing and presentation and people management and empowerment. Excellent computer literacy. A successful completion of the Nyukela Pre-entry certificate to Senior Management Service.

- DUTIES** : Overall management of the Directorate: VIP and Pool, including establishing and maintaining the necessary administration and operational internal controls processes and systems. Ensure compliance to approved business processes. Monitor the utilisation rate of all VIP and Pool vehicles. Ensure that all sub-directorates of the Directorate: VIP and Pool deliver on their core functions and services, i.e., fleet management, vehicle rentals, scheduling of drivers, vehicle contract administration and co-ordination of vehicle pick-ups and drop offs, maintenance of vehicles and replacement of vehicles. Advise the Chief Operations Officer of any operational level matters and risks that may negatively impact on the g-FleeT's ability to deliver VIP and Pool rental services. Provide the Chief Operations Officer with monthly, quarterly and annual financial and performance reports and / or any other report requested. Represent the g-FleeT as an when requested to do so. Ensure that customer complaints are resolved timeously. Ensure compliance to various Service Level Agreement with client departments and service providers. Regular monitoring of performance and operations against the Annual Performance Plan and Budget, manage and develop staff. Contribute to the development of g-FleeT's Strategic Plan, Annual Performance Plan, MTEF and Budgets, including the development of targets and indicators in respect of BBBEE, SMME's, Women, Youth, and People with Disabilities.
- ENQUIRIES** : Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660

OTHER POSTS

- POST 02/171** : **DEPUTY DIRECTOR: PANELBEATING AND MECHANICAL REF NO: REFS/015981**
Branch: g-FleeT Management
Chief Directorate: Fleet Maintenance

- SALARY CENTRE REQUIREMENTS** : R766 584 per annum
: Bedfordview
: An appropriate Diploma as post qualification or equivalent qualification. At least Minimum of 3–5 years' experience in fleet maintenance and Trade Test Diploma and National Technical Diploma (NQF6) in Mechanical/Panel Beating/Towing Services will be an added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of Mechanical, Vehicle Towing and Panel Beating environment.

- DUTIES** : Development and implementing policies, programmes and servicing and repairs quality systems and standards for artisans, assistants and all mechanics. Determining replacement of parts considering the operating conditions of the vehicle. Perform any other task as delegated by the ASD Mechanical. Generate mechanical repairs and services on g-FleeT vehicles. Developing and implementing policies, programmes, servicing, repairs quality systems, and standards for artisans, assistants and all mechanics. Diagnosis, service and repairs of vehicles. Prepare weekly, monthly and annual reports concerning all repairs and servicing to the ASD: Mechanical.

- ENQUIRIES** : Mr. Sifiso Mhlongo Tel No: (011) 372 8600/8604

- POST 02/172** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY (DEVELOPER) REF NO: REFS/015985**
Branch: g-FleeT Management
Chief Directorate: Corporate Services
This post is re-advertisement and all applicants who previously applied for REFS/006674 are encouraged to re-apply.

- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), plus benefits
: Bedfordview
: An appropriate 3-year National Diploma /Bachelor's Degree in Information Technology or equivalent NQF level 6/7 qualification A minimum of 3-5 years'

working experience in the relevant environment of which at least 3 years must have been at supervisory level in the same field, 3 to 5 years of experience in systems development and support. 1-year experience in Azure DevOps. A valid driver's license. SharePoint and flow centric skills will be an added advantage. Knowledge: Detailed knowledge and understanding of applications, understanding of expectations of customers, Translating technical information to user appropriate formats. GPG and g-FleeT policies and procedures, Relevant legislation and Public Service Regulations, Knowledge of SLA's, Management information knowledge, Knowledge of GPG political and executive structures. Skills: Communicating information, Programming / develop skills, System specification skills. Technical application skills and Project management methodologies.

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

ENQUIRIES : Mr. Chris Masombuka Tel No: 011 372 8600/8642

POST 02/173 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: REFS/015986**
Branch: g-FleeT Management
Chief Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R393 711 per annum (Level 09), plus benefits
: Bedfordview
: An appropriate 3-year tertiary qualification NQF level 6 in Finance/Accounting Management. Minimum of 3 – 5 years' relevant experience working within Asset and Inventory Management in the public sector. Excellent computer literacy. e. Proficient knowledge and skills of asset and inventory management practices as well as a good knowledge of the Public Finance Management Act (PFMA) and related practice notes. Excellent communication and supervisory experience, writing and reporting skills. Knowledge of GRAP would be an added advantage.

DUTIES : Assist in overseeing the implementation of the asset and inventory management system, related entity policies and procedures. Assist in developing and maintaining the strategic and annual asset management plan aligned with the entity's strategy and budget. Assist in developing and maintaining asset registers including acquisitions, inventory management, disposal management and transfers, and valuations. Assist in developing and maintaining the lease register. Assist in developing asset needs assessment, acquisition management, operational and disposal plans. Execute and monitor the implementation of the asset acquisition, maintenance, and disposal plans. Plan and execute the asset verification, investigate, and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register. Verify the spatial plans to the physical asset and update with changes, for example renewals and enhancements. Develop, implement and manage mechanisms to safeguard assets. Prepare monthly reconciliations with supporting schedules of the asset register to the relevant accounting records and resolve uncleared items. Prepare a business plan for the life cycle of assets, including an analysis of pricing options utilizing life cycle costs and recommendations on the most appropriate asset solution. Supervise employees and promote correct implementation of sound asset management practices.

ENQUIRIES NOTE : Ms. A. Gingqi Tel No: 011 372 8600
: NB: In-line with employment Equity Plan of the department, preference will be given to female applicants.

<u>POST 02/174</u>	:	<u>SENIOR ADMIN OFFICER REF NO: REFS/015982</u> Branch: g-FleeT Management Chief Directorate: Corporate Services (Facilities and Security) This post is re-advertisement and all applicants who previously applied for REFS/007283 are encouraged to re-apply.
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	An appropriate 3-year Relevant Diploma or equivalent qualification, at least 3 – 5 years' clerical/administrative experience. Excellent computer literacy. Proficient knowledge and customer management, problem solving, Accurate reporting, Self-management, Negotiation, Team work, Staff supervision, OHS compliance Advisory, Risk management, Oversee and manage facilities management, Contract/SLA monitoring, Customer service.
<u>DUTIES</u>	:	Project Management of all maintenance and refurbishment projects, Facilitate provision of facilities maintenance in Compliance to the Occupational Health and Safety Act, Environmental standards and Regulations, Develop and implement a project plans to ensure that required refurbishment and maintenance is implemented as required, Liaise with the relevant stakeholder for the refurbishments and maintenance work, Oversee and manage all maintenance and construction projects, Facilitate furniture and fixture requirements for buildings, Supervise the Facilities Maintenance Helpdesk as per the standard operating procedures, Apply project management principles on all projects, Operational planning for the team, Compile minutes during facilities meetings and maintain records of all meeting, Maintain sound record keeping of all electronic and physical documentation, Accurate planning and reporting, Initiate and implement and manage Registry services in g-Fleet according to the requirements by the National Archives of South Africa (National Archives and Records Service of SA Act). Compile project specifications procurement request, specifications and submissions for all relevant maintenance projects.
<u>ENQUIRIES</u>	:	Ms. Amanda Matiwane Tel No: (011) 372 – 8600/8604
<u>POST 02/175</u>	:	<u>ARTISAN PRODUCTION GRADE A: TOWING & AUCTIONS REF NO: REFS/015984</u> Branch: g-Fleet Management Chief Directorate: Operations This post is re-advertisement and all applicants who previously applied for REFS/006697 are encouraged to re-apply.
<u>SALARY</u>	:	R199 317 - R221 214 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	A tertiary qualification recognized by SAQA. National Technical Certificate with Trade Test (Mechanical/Panel Beating) with 1-year relevant working experience. Knowledge: Understanding of mechanical, vehicle towing and panel beating environment. A valid driver's license. Understanding of Machinery and Occupational Safety Act. Skills: Excellent verbal and written communication skills. Mechanical/Panel beating skills. Ability to tow vehicles. Computer literacy, including email and internet skills. Must be able to work under pressure.
<u>DUTIES</u>	:	Assist the Senior Artisan Practitioner with all tasks related to towing and auctions. Ensure that policies and standards related to towing and auctions are adhered to. Perform mechanical, towing and auction administration duties, data capturing and filing. Arrange for towing of all vehicles from the merchants, clients and regional offices i.e. vehicles declined for repairs. Formally inform client departments of their withdrawn vehicles. A valid driver's license.
<u>ENQUIRIES</u>	:	Mr. Sifiso Mhlongo Tel No: 011 372 8600/8654
<u>POST 02/176</u>	:	<u>ARTISAN PRODUCTION GRADE A: PANEL BEATING AND MECHANICAL REF NO: REFS/015983 (X4 POSTS)</u> Branch: g-FleeT Management Chief Directorate: Operations This post is re-advertisement and all applicants who previously applied for REFS/007284 are encouraged to re-apply.
<u>SALARY</u>	:	R199 317 - R221 214 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Bedfordview

- REQUIREMENTS** : National Technical Certificate (Mechanical/Panel Beating) with an appropriate Trade Test. National Diploma in Mechanical Engineering will be added advantage. A valid driver's license. Minimum relevant working experience post obtaining the Trade Test Certificate. Knowledge: Understanding of mechanical, panel beating and fleet management environment. Understanding of Machinery and Occupational Safety Act. Skills: Excellent verbal and written communication skills. Mechanical/Panel beating skills. Computer literacy, including email and internet skills. Must be able to work under pressure. Organizing, planning, leadership and coordinating skills.
- DUTIES** : Manage the quality of repairs and servicing on g-FleeT vehicles. Planning and organizing all maintenance inspections. Determine if the vehicle is economical to repair or not. Complete and return repair requisitions and assist in ordering and controlling the workshop materials and tools. Monitoring and ensuring quality of repairs and services done by service providers. Ensure that policies and standards related to panel beating and mechanical repairs are adhered to. Perform panel beating and mechanical administration duties, data capturing and filing. Manage the training and development of all artisans and apprentices allocated to the unit. Prepare weekly, monthly and annual reports.
- ENQUIRIES** : Mr. Sifiso Mhlongo Tel No: 011 372 8600/8654

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post.

MANAGEMENT ECHELON

- POST 02/177** : **CHIEF DIRECTOR: AGRICULTURAL SERVICES REF NO: SSC01/2023**
Note: Previous applicants who applied for the same post with reference no. SSC38/2022 are not required to re-apply.
- SALARY** : R1 308 051 per annum (Level 14), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A Bachelor of Science degree in Agriculture/Bachelor in Agriculture plus an Honours degree in Agriculture (NQF 8) and a valid driver's license. Experience: 3-5 years' relevant senior management experience. Knowledge: RSA Constitution, PSA, PSR, PFMA, LRA, EPMDs, BCEA, Community Development, Public Participation, Scientific Agricultural Production methods, Agricultural Extension and Advisory Principles, Project Management Principles, Social Dynamics of KZN communities, SCM Practices and Procedures, Promotion of Access to Information Act, Service Delivery Frameworks, Human Rights Act, Bill of Rights, Promotion of Administrative Justice Act, National Development Plan, Provincial Growth and Development Plan. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research, analytical, leadership, project management, facilitation, financial management, time management, report writing, problem solving, communication, conflict management, change management, decision making and people management.
- DUTIES** : Coordinate the comprehensive agricultural extension and advisory implementation services over the district municipal areas in the province. Provide strategic direction for agricultural extension and advisory services. Management of agricultural extension and advisory support services. Optimize management of Project Office. Manage the resources of the Chief Directorate.
- ENQUIRIES** : Mr ZN Dlamini Tel No: 033 – 355 9108
- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above Instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.
- CLOSING DATE** : 03 February 2023

POST 02/178 : **CHIEF DIRECTOR: AGRICULTURAL RESEARCH, DEVELOPMENT AND TRAINING INSTITUTES REF NO: SSC02/2023**

SALARY : R1 308 051 per annum (Level 14), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE REQUIREMENTS : Cedara – Head Office
: A Bachelor of Science degree in Agriculture and a valid driver's license. Experience: 5 years' Senior Management experience in an Agricultural Environment. Knowledge: RSA Constitution, National Environmental Management Act, Conservation Agricultural Resourced Act, National Water Act, National Veld and Forest Fire Act, Livestock Brands Act, Agricultural Research Act, The New Growth Path, Agricultural Policy Action Plan (APAP), Medium Term Strategic Framework, Agricultural Development Policy for KZN, National Development Plan, Provincial Growth and Development Plan, Sound understanding of agricultural research methodologies and application of practices and techniques, Animal Husbandry, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDs, Basic Conditions of Employment Act, community development, public participation, project management principles, social dynamics of KZN communities, SCM practices and procedures, Promotion of Access to Information Act, Service Delivery Frameworks, Human Rights Act, Bill of Rights, Promotion of Administrative Justice Act. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer skills, strategic planning skills, organizational, research and development, leadership, financial management, time management, report writing, problem solving and analysis, communication, conflict management, change management, decision making, people management, sound and relevant technical skills regarding agricultural livestock research, data analysis, scientific methodology and models, creativity, innovation, diplomacy, project management and planning, policy development and interpretation.

DUTIES : Manage Agricultural Crop Research Services. Manage Agricultural Livestock Research Services. Manage Agricultural Resource Management. Manage the Agricultural Training Institutes. Manage agricultural research policies and strategies. Manage resources of the Chief Directorate.

ENQUIRIES : Mr ZN Dlamini Tel No: 033 – 355 9108

APPLICATIONS : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.

NOTE : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above Instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

CLOSING DATE : 03 February 2023

POST 02/179 : **CHIEF DIRECTOR: RURAL ENTERPRISE AND INDUSTRY DEVELOPMENT AND RADICAL AGRARIAN SOCIO-ECONOMIC TRANSFORMATION (RASET) REF NO: SSC03/2023**

SALARY : R1 308 051 per annum (Level 14), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed

performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE REQUIREMENTS

: Cedara – Head Office
: A Bachelor of Science degree in Agriculture/Bachelor in Agriculture plus an Honours degree in Agriculture (NQF 8) or an Honours degree in Economics or Rural Development and a valid driver's license. Experience: 5 years' Senior Management relevant experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, community development, community outreach, project management principles, millennium development goals, social dynamics of KZN communities, Youth Development Policy, National and Provincial Practice Notes, Promotion of Access to Information Act, Service Delivery Frameworks, National Development Plan, Provincial Growth and Development Plan, Treasury Regulations, KZN Citizens' Charter, intergovernmental matters, promotion of equality and prevention of unfair discrimination, National and International Economic Outlook. Skills: Language, listening, presentation, interpersonal relations, computer skills, people management, strategic capability and leadership, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and ability to work independently under pressure, project management, business management, diplomacy and decision making.

DUTIES

: Provide strategic leadership, advice and guidance to the Chief Directorate on the implementation of Rural Enterprise and Industry Development and RASET. Manage Funding, Investment and Partnerships. Manage Economics, Marketing and Value Adding, Manage Business Entity and Social Facilitation. Manage coordination of access to formal markets (Public / Private) by historical disadvantaged Farmers and Agro processors in the Province. Manage the resources of the Chief Directorate.

ENQUIRIES APPLICATIONS

: Mr ZN Dlamini Tel No: 033 – 355 9108
: All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.

NOTE

: Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above Instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

CLOSING DATE

: 03 February 2023

POST 02/180

: **CHIEF DIRECTOR: BUSINESS SUPPORT SERVICES REF NO: SSC04/2023**

SALARY

: R1 308 051 per annum (Level 14), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE REQUIREMENTS

: Cedara – Head Office
: A Bachelor's degree in Public Management or Public Administration (NQF 7) and a valid driver's license. Experience: 5 years' relevant Senior Management experience. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of

Employment Act, project management principles, National and Provincial Practice Notes, SCM Practices and procedures, Promotion of Access to Information Act, Service Delivery Frameworks, National Skills Development Strategy, National Development Plan, National Skills Accord, Treasury Regulations, Criminal Procedure Act, KZN Citizens' Charter, Security Management Act, promotion of equality and prevention of unfair discrimination. Skills: Language, listening, interpersonal relations, computer, organisational development, leadership, business management, time management, report writing, problem solving, communication, conflict management, change management, project management, people management, relationship management, decision making, self-disciplined and ability to work under pressure.

DUTIES : Provide strategic leadership, advice and guidance to the Chief Directorate. Manage Information Communication Technology (ICT) Strategy and Operations. Manage Communication Services. Manage Integrated Planning, Policy, Monitoring and Evaluation. Manage the provision of Security Services. Manage Minor Works, Auxiliary and Records Management. Ensure strategy development for the Chief Directorate. Manage resources of the Chief Directorate.

ENQUIRIES : Mr ZN Dlamini Tel No: 033 – 355 9108
APPLICATIONS : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.

NOTE : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za. All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above Instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.

CLOSING DATE : 03 February 2023

POST 02/181 : **DIRECTOR: COMMUNICATION SERVICES REF NO: SSC05/2023**

SALARY : R1 105 383 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.

CENTRE : Cedara – Head Office
REQUIREMENTS : A Bachelor's Degree or B.Tech in Communication/Public Relations or Journalism (NQF level 7), and a valid driver's license. Experience: 5 years' Middle Management or Senior Management experience in a communication environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDS, Basic Conditions of Employment Act, Project Management, Promotion of Access to Information Act, Treasury Regulations, KZN Citizens' Charter, Guide for Members of the Executive and Government Communications Information Systems (GCIS). Skills: Language, listening, presentation, analytical thinking, computer, strategic planning, organizational, research, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, project management, people management, relationship management and be self-disciplined and have the ability to work under pressure.

DUTIES : Manage Internal Communication Services. Manage External Communication Services. Manage Public Interface Engagements. Manage the development

and implementation of policies and practices. Manage the resources of the Directorate.

- ENQUIRIES** : Mr TW Mkhize Tel No: 033 – 343 8182
- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.
- CLOSING DATE** : 03 February 2023

OTHER POSTS

POST 02/182 : **LOCAL AGRICULTURAL MANAGER (X13 POSTS)**

SALARY : R766 584 per annum (Level 11), all-inclusive salary MMS package

CENTRE : (Ref No: SSC06/2023) - Mzumbe Local Municipality, Vulamehlo and Umdoni Local Municipality – Ugu District; Ukhahlamba Local Municipality – Uthukela District
(Ref No: NSC01/2023) - Umhlathuze Local Municipality, Ntambanana and Mthonjaneni Local Municipality, Umfolozi Local Municipality - King Cetshwayo District; Ulundi Local Municipality, uPhongolo Local Municipality – Zululand District; Endumeni Local Municipality, Umvoti Local Municipality – Umzinyathi District; Hlabisa and Big Five False Bay Local Municipality, Mtubatuba Local Municipality - Umkhanyakude District; Newcastle Local Municipality – Amajuba District

REQUIREMENTS : A 4 year B.Sc degree in Agriculture or a 3 year Bachelor's degree in Agriculture plus an Honours degree in Agriculture or a National Diploma in Agriculture plus a B.Tech degree in Agriculture, compulsory registration with SACNASP as a Natural Scientist or Professional Scientist and a valid driver's license. Experience: 8 – 10 years' experience in an Agricultural Environment. Knowledge: RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, Agricultural Extension and Advisory Principles, Scientific Agricultural Production Methods, Agricultural Policy Action Plan, National Development Plan, Provincial Growth and Development Plan, Public Service Act, Public Service Regulation, PFMA, Labour Relations Act, EPMDS, community development, public participation, community outreach, project management principles, social dynamics of KZN communities, service delivery frameworks, Treasury Regulations. Skills: Analytical and data analysis, scientific methodology and models, research and development, scientific editing and review, project management, professional judgement, computer aided scientific applications, planning and organizing, team leadership, problem solving and analysis, creativity and innovation, decision making, customer focus and responsiveness, communication, presentation, public speaking, computer literacy, management, social facilitation and conflict management.

DUTIES : Manage the provision of Agricultural Extension and Advisory Services. Manage the implementation of local agricultural projects. Implement agricultural specific intervention. Promote partnerships and cooperation with relevant role players. Develop policies and strategies aimed at improving service delivery. Manage resources of the local municipality.

- ENQUIRIES APPLICATIONS** : Mr LL Jongisa Tel No: 033 – 355 9299
 : All applications for Ref No: SSC06/2023 must be addressed to the Acting Head of Department and should preferably be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005 Hilton, 3245
 : All applications for Ref No: NSC01/2023 must be addressed to the Head of Department and should preferably be hand delivered or couriered to Lot no. 11634, Corner of via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified for all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government.
- CLOSING DATE** : 03 February 2023
- POST 02/183** : **DEPUTY DIRECTOR: POLICY AND EVALUATION REF NO: SSC07/2023**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive salary MMS package
 : Cedara – Head Office
 : A Bachelor's degree / BTech in Social Sciences/Public Policy/Monitoring and Evaluation (NQF 7) and a valid driver's licence. Experience: 3 – 5 years' junior management experience in a Monitoring & Evaluation and reporting environment. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, EPMDs, Basic Conditions of Employment Act, Project Management principles, National and Provincial Practice Notes, Promotion of Access to Information Act, Service Delivery Frameworks, Treasury Regulations, KZN Citizens' Charter, White Paper on Transforming Public Service Delivery, Millennium Development Goal, Government Wide Monitoring & Evaluation Policy Framework, E-Government, Batho Pele, DPME Policy Development Framework, Performance Monitoring and Reporting, Public Participation and Scorecards. Skills: Language, analytical, research, planning and coordination, listening, interpersonal relations, computer, leadership, time management, report-writing, problem solving, communication, conflict management, change management, self-disciplined, ability to work under pressure with minimum supervision, project management, people management, relationship management, financial management, strategic planning, presentation, decision making, innovation and creativity.
- DUTIES** : Manage the provision of policy analysis services. Manage departmental programme evaluation. Manage the development and implementation of policies. Manage policy compliance and governance assessment and reporting. Manage the resources of the sub-directorate.
- ENQUIRIES APPLICATIONS** : Mr TW Mkhize Tel No: 033 – 343 8182
 : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior

(Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.

- CLOSING DATE** : 03 February 2023
- POST 02/184** : **ASSISTANT DIRECTOR: POLICY AND EVALUATION REF NO: SSC08/2023 (X2 POSTS)**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A Bachelor's degree / BTech in Social Sciences/Public Policy/Monitoring and Evaluation (NQF 7) and a valid driver's licence. Experience: 3 years' relevant experience in public policy, monitoring and evaluation, strategic management, social research environment in public sector, civil society or academia. Knowledge: Knowledge in policy development, monitoring and evaluation, research, analysis, and strategic management is essential. This includes;- policy analysis, policy formulation, policy development process, strategic development and management, strategic planning, programme monitoring, evaluation, impact assessment, project management, governance, political understanding, government legislation, mandates and priorities. Skills: Analytical and innovative, research, policy analysis policy development, planning, strategic management, project management, computer literacy, excellent business/report writing, good communication (presentation and public speaking), decision-making and problem solving, people and performance management, stakeholder management, time management, negotiation and conflict resolution, financial management, presentation, excellent interpersonal skills, ability to work independently as well as within a team, attention to detail, ability to work under pressure and display initiative.
- DUTIES** : Analyse, develop and review policies. Conduct policy evaluation. Coordinate policy development and administration. Coordinate management practices improvement (MPAT). Coordinate policy and evaluation capacity building.
- ENQUIRIES** : Mr TW Mkhize Tel No: 033 – 343 8182
- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 03 February 2023
- POST 02/185** : **SENIOR ADMINISTRATION OFFICER: PLANNING, MONITORING AND REPORTING REF NO: SSC09/2023 (X2 POSTS)**
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A National Diploma or a Bachelor's degree / BTech in Social Sciences/Public Policy/Monitoring and Evaluation (NQF 7) and a valid driver's licence

		Experience: 3 years' relevant experience in strategic planning, monitoring and evaluation, social research environment. Knowledge: Planning frameworks, relevant legislation, and plans, policy analysis formulation, research methods, monitoring and evaluation and report writing. Skills: Analytical thinking, research, facilitation and presentation, good problem solving, good communication (verbal and written) and excellent administrative skills.
<u>DUTIES</u>	:	Develop procedures and systems for strategic planning for the department, its entities and branches. Conduct planning workshops and consolidate planning inputs from planning consultative processes. Monitor implementation of the plans across the department. Conduct departmental branch performance reviews. Facilitate performance information reporting of the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TW Mkhize Tel No: 033 – 343 8182
	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
<u>NOTE</u>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 02/186</u>	:	<u>LECTURER (ANIMAL PRODUCTION) REF NO: SSC10/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum (Level 08) Cedara College of Agriculture A B.Sc in Agriculture degree (NQF Level 8), specializing in Animal Science (not a Bachelor of Agriculture) and a valid driver's licence. 3 years' experience in an educational environment. Sound knowledge of Quality Assurance Policies, educational policies and specialist knowledge in Animal Production. Lecturing skills, project management skills, presentation skills, organisational skills, communication skills (verbal and written), conflict management skills, financial management skills, HR management skills, literacy skills, language skills, listening skills, analytical thinking, interpersonal skills, computer skills, research skills, time management skills, report writing skills, and problem solving skills.
<u>DUTIES</u>	:	Conduct classes. Present short courses / vocational training to the HET and FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Lutge Tel No: 033 355 9306
	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
<u>NOTE</u>	:	Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign

qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified. Short listed candidates will be expected to prepare and present a ten-minute lecture in the Animal Production subject area as part of the interview.

CLOSING DATE

: 03 February 2023

POST 02/187

: **LECTURER (AGRICULTURAL ECONOMICS) REF NO: SSC11/2023 (X2 POSTS)**

SALARY
CENTRE
REQUIREMENTS

: R331 188 per annum (Level 08)
: Cedara College of Agriculture
: A B.Sc in Agriculture degree (NQF Level 8), specializing in Agricultural Economics and a valid driver's licence. 3 years' experience in an educational environment. Sound knowledge of Quality Assurance Policies, educational policies and specialist knowledge in Agricultural Economics. Lecturing skills, project management skills, presentation skills, organisational skills, communication skills (verbal and written), conflict management skills, financial management skills, HR management skills, literacy skills, language skills, listening skills, analytical thinking, interpersonal skills, computer skills, research skills, time management skills, report writing skills, and problem solving skills.

DUTIES

: Conduct classes. Present short courses / vocational training to the HET and FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research.

ENQUIRIES
APPLICATIONS

: Mr B Lutge Tel No: 033 355 9306
: All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.

NOTE

: Applications for the above posts must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates Who Failed To Comply With The Above Instructions Will Be Disqualified. Short listed candidates will be expected to prepare and present a ten-minute lecture in the Agricultural Economics subject area as part of the interview.

CLOSING DATE

: 03 February 2023

POST 02/188

: **LECTURER (AGRICULTURAL ENGINEERING) REF NO: SSC12/2023**

SALARY
CENTRE
REQUIREMENTS

: R331 188 per annum (Level 08)
: Cedara College of Agriculture
: A B.Sc (Engineering) or B.Eng degree in Agricultural / Civil Engineering and a valid driver's licence. 3 years' experience in an educational environment. Sound knowledge of Quality Assurance Policies, educational policies and specialist knowledge in Agricultural Economics. Lecturing skills, project management skills, presentation skills, organisational skills, communication skills (verbal and written), conflict management skills, financial management skills, HR management skills, literacy skills, language skills, listening skills, analytical thinking, interpersonal skills, computer skills, research skills, time management skills, report writing skills, and problem solving skills.

DUTIES

: Conduct classes. Present short courses / vocational training to the HET and FET students and other stakeholders. Perform administrative and extra-

	:	curricular duties. Develop and review course material and study guides. Conduct applied and information research.
<u>ENQUIRIES</u>	:	Mr B Lutge Tel No: 033 355 9306
<u>APPLICATIONS</u>	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245
<u>NOTE</u>	:	Applications for the above posts must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified. Short listed candidates will be expected to prepare and present a ten-minute lecture in the Agricultural Engineering subject area as part of the interview.
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 02/189</u>	:	<u>LECTURER (CROP PRODUCTION – FORESTRY) REF NO: NSC02/2023</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Owen Sitole College of Agriculture
<u>REQUIREMENTS</u>	:	A B.Sc Honours degree in Forestry with an element of Crop Protection (NQF Level 8) and a valid driver's licence. 3 years' experience in an educational environment. Sound knowledge of Quality Assurance Policies, educational policies and specialist knowledge in Agricultural Economics. Lecturing skills, project management skills, presentation skills, organisational skills, communication skills (verbal and written), conflict management skills, financial management skills, HR management skills, literacy skills, language skills, listening skills, analytical thinking, interpersonal skills, computer skills, research skills, time management skills, report writing skills, and problem solving skills.
<u>DUTIES</u>	:	Conduct classes. Present short courses / vocational training to the HET and FET students and other stakeholders. Perform administrative and extra-curricular duties. Develop and review course material and study guides. Conduct applied and information research.
<u>ENQUIRIES</u>	:	Mr NSM Ngcobo Tel No: 035 795 1345
<u>APPLICATIONS</u>	:	All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to Lot no. 11634, Corner of via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applications may also be posted to Private Bag x1048, Richards Bay, 3900
<u>NOTE</u>	:	Applications for the above posts must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified. Short listed candidates will be expected to prepare and present a ten-minute lecture in the Forestry subject area as part of the interview.

- CLOSING DATE** : 03 February 2023
- POST 02/190** : **PROJECT ADMINISTRATION OFFICER REF NO: SSC13/2023 (X3 POSTS)**
(Re-Advertisement Previous applicants who applied for the same post with reference no. SSC21/2020 are required to re-apply.
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Cedara – Head Office
- REQUIREMENTS** : A National Diploma or Degree in Public Administration and a valid driver's licence. 1-2 years' experience in a project / administration environment. Sound knowledge of the RSA Constitution, White Paper on Agriculture for KZN, 1996, Norms and Standards for Extension and Advisory Services, Strategy for Agrarian Transformation in KZN, National Development Plan, Provincial Growth and Development Plan, PSA, PSR, PFMA, EPMDs, community development, public participation, community outreach and project management principles. Language skills, listening skills, presentation skills, project management skills, analytical thinking, interpersonal relations, computer skills, organisational skills, research skills, analytical skills, time management, report writing skills, problem solving skills, communication skills, conflict management skills, self-disciplined and able to work under pressure with minimum supervision, relationship management skills and decision making skills.
- DUTIES** : Provide support to the implementation of projects. Participate in the Steering Committee Meetings. Assist in monitoring and report on projects. Provide advice, guidance and input to policy. Perform all administrative and related functions.
- ENQUIRIES** : Mr ME Ngcobo at 082 461 8728
- APPLICATIONS** : All applications must be addressed to the Acting Head of Department and should preferably be hand-delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245.
- NOTE** : Applications for the above post must be submitted on the most recent Z83 application form obtainable from any Public Service Department or www.dpsa.gov.za All applications must be accompanied by the applicant's detailed CV. Applicants are not required to submit copies of qualifications and other relevant supporting documents. Short listed candidates will be required to submit certified copies of all educational qualifications including Senior (Matric) Certificate and supporting documents (Identity documents, drivers licence etc.) on or before the day of the interview. Applications must be submitted on or before the closing date. NB: Late, faxed or emailed applications will not be accepted. All applications must quote the correct reference number. It may be required of the successful candidate to undergo a security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on request. Applications will not be acknowledged due to the large volume of applications received. Candidates who failed to comply with the above instructions will be disqualified.
- CLOSING DATE** : 03 February 2023

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

- APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 Or hand delivered to: The Chief Registry Clerk, 14th Floor North Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mr LA Zulu
- CLOSING DATE** : 10 February 2023 (Applications received after this date will not be accepted).
- NOTE** : To Applicants: Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous

employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

OTHER POSTS

- POST 02/191** : **DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: 6/2023 (F)**
 Chief Directorate: Finance
 Directorate: Budget Control and Planning
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a related qualification coupled with 3 years' junior management experience in a financial management environment and a valid code EB driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Public Finance Management best practices , Knowledge of Generally Recognised Accounting Principles (GRAP) and policy analysis, Knowledge of Performance Budgeting best practice & guidelines and financial management systems, Knowledge of project management and Practice Notes, Knowledge of government processes and financial planning, Planning skills, Team development, decision making and problem solving skills, Report writing & general (Academic) writing skills, Financial management and budgeting systems skills, Analytical and management skills , Functional Ability – Maintaining accounting controls, reconciling financial discrepancies, preparing financial reports, maintaining financial security, guiding staff, answering accounting procedure inquiries, Coaching and Developing people – Ensure that staff are trained in financial practices and procedures. Improve senior management financial knowledge, Quick thinking – Provide financial information for planning and decision making and recommending courses of action where tight deadlines apply, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to provide a financial planning, implementation, monitoring, control and reporting service with the following key responsibilities: Monitor and evaluate financial performance, determine framework and guidelines for financial reporting, Compile MTEF standards, Co-ordinate implementation of the PFMA and prescripts, Manage the effective and efficient utilization of human resources.
- ENQUIRIES** : Ms N Orrie Tel No: 033 2608051
- POST 02/192** : **ASSISTANT DIRECTOR: ANTHROPOLOGY REF NO: 4/2023 (TGCM)**
 Chief Directorate: Traditional Governance and Conflict Management
 Directorate: Traditional Governance and Anthropology
- SALARY** : R491 403 per annum (Level 10)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Anthropology/Sociology or a related qualification coupled with 3 years administrative experience in an Anthropology/Sociology environment and a valid code 8 (EB) Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound working knowledge of the PFMA, Knowledge of IsiZulu, Zulu culture and customs, the ability to understand and interpret relevant legislation, Understanding of Traditional Leadership and institutional matters , Ability to analyse policies and apply correctly , Comprehensive report writing and communication in vernacular skills, Presentation and financial management skills, Project management and control and research methodology skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to provide genealogical services in the recognition of traditional leadership with the following key responsibilities, Conduct research on genealogical processes for the recognition of Amakhosi and Amabambabukhosi, Conduct research on customs and traditional rituals

of various clans, provide support during recognition and installation of Amakhosi and Amabambabukhosi i.r.o genealogical services, Provide advice and guidance to Amakhosi

ENQUIRIES : Ms KTB Ndlovu Tel No: 033 8975608

POST 02/193 : **ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: 7/2023 (F)**
Chief Directorate: Finance
Directorate: Budget Control and Planning

SALARY : R393 711 per annum (Level 09)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Financial Management or a related qualification coupled with 3 years' administrative experience in a financial environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have: -, Knowledge of Prescripts (PFMA, DoRA), Knowledge of policy analysis and project management, Planning, financial management and budget planning skills, Team development, decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS Office.

DUTIES : The successful candidate will be required to manage the implementation of a financial In-Year Monitoring and Reporting service with the following key responsibilities, Co-ordinate the compilation of the IYM and report on expenditure and revenue, Prepare framework and guidelines for financial reporting, Provide input for compilation of MTEF standards, Co-ordinate Budget Statement and Adjustment Estimates input, Monitor the implementation of the PFMA and other prescripts, Co-ordinate input required for the development of financial policies

ENQUIRIES : Ms N Orrie Tel No: 033 2608051

POST 02/194 : **BUDGET ANALYST REF NO: 8/2023 (F) (X2 POSTS)**
Chief Directorate: Finance
Directorate: Budget Control and Planning

SALARY : R393 711 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in a possession of a Bachelor's Degree or NQF level 7 qualification as recognised SAQA in Financial Accounting / Financial Management coupled with 3 years' experience in a Provincial or National Government finance and budgeting environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- , Knowledge of Provincial or National Government budgetary processes, PFMA as well as other relevant legislation, Knowledge of policy analysis and project management, Planning and team development skills, Decision making and problem solving skills, Financial management and analytical skills, Ability to draw, interpret and reconcile BAS and PERSAL reports, Presentation skills , Good communication skills (verbal & written) , Computer literacy in MS Office , A valid Driver's Licence

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

ENQUIRIES : Ms N Orrie Tel No: 033 2608051

POST 02/195 : **ASSISTANT DIRECTOR: HR PLANNER REF NO: 9/2023 (HRMD)**
Chief Directorate: Human Resource Management & Development
Directorate: Organisational Development and Efficiency Services

SALARY : R393 711 per annum (Level 09)
CENTRE : Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Human Resource Management or a related qualification coupled with 3 years supervisory experience in a HR environment and a valid code 8 (EB) Driver's Licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - , Knowledge of Public Service Act / Regulations, Human Resource planning policies and strategies, Knowledge of Departmental Policies, Understanding of HRM practices in the Public Service, Knowledge and understanding of HR planning in the public service, Knowledge of Public Service reporting procedures and work environment, Knowledge of interpretation of legislation, policies and statistics, Knowledge of computer based Human Resource Management Information systems, Understanding of all relevant prescripts, practices and procedures, the ability to interpret and apply policies/legislation, Policy formulation and managerial skills, Problem solving and analytical thinking skills, Basic Financial Management and team building skills, Project management, presentation and facilitation skills, Motivation/leadership skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to implement and maintain human resource planning policies and related processes with the following key responsibilities, Evaluate effective human resource demand, supply in the face of financial constraints, Clarify and give advice and guidance on the Department's HR Plan, Implement policies in line with the HR Plan, Implement HR Strategies (EE Plan, HR plan, HR policies etc, Ensure effective and efficient utilization of the resources within the component.
- ENQUIRIES** : Mr B Cele Tel No: 33 260 8063
- POST 02/196** : **ADMINISTRATION CLERK SUPERVISOR REF NO: 5/2023 (TGCM)**
Chief Directorate: Traditional Governance and Conflict Management
Directorate: Traditional Governance and Anthropology
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a Grade 12 or equivalent qualification coupled with 3 years administrative experience and a valid code 8 (EB) Driver's licence Essential Knowledge, Skills And Competencies Required: The successful candidate must have: -, Knowledge of provincial and departmental policies, Knowledge of administrative processes, Interpersonal and basic financial management skills, Decision making, problem solving and office management skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to provide administrative support services to the Directorate with the following responsibilities, provide secretariat services to the sub-directorate, Ensure the provision of general clerical support services, Ensure the provision of supply chain clerical support and financial services, Ensure the provision of human resource functions, Render support in the establishment of traditional leadership structures and systems governing the institution.
- ENQUIRIES** : Ms KTB Ndlovu Tel No: 033 8975608
- POST 02/197** : **LABOUR RELATIONS OFFICER REF NO: 10/2023 (HRMD)**
Chief Directorate: Human Resource Management & Development
Directorate: Labour Relations
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Human Resource Management/ Labour Relations Management or a related qualification coupled with 2 years' experience in the labour relations environment or a Senior Certificate coupled with 5 years' relevant experience in a labour relations environment and a valid code 8 driver's licence. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Labour Relations Act, Knowledge of Public Service Act, Knowledge of collective agreements and bargaining structures, Knowledge of departmental policies, Knowledge of Public Service Regulations, Negotiation, dispute resolution and facilitation skills, Innovation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to provide labour relations services with the following responsibilities, Facilitation of Grievances, attend to disputes received and strike action, improve relations with the Department's stakeholders on labour related matters, provide labour relations training, ensure implementation of labour related policies and national, sectoral and departmental collective agreements.

ENQUIRIES : Mr S Zondi Tel No: 033 2608033

POST 02/198 : **PERSONAL ASSISTANT TO THE DDG: LOCAL GOVERNMENT BRANCH**
REF NO: 11/2022 (LG)
Branch: Local Government

SALARY : R269 214 per annum (Level 07)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Secretarial Diploma or equivalent or a higher qualification in Administration coupled with 3-5 years' experience in administration or rendering a support service to senior management. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of office management , Basic knowledge of financial administration , Knowledge of relevant legislation/policies/ prescripts and procedures , Ability to do research and analyse documents and situations , Good language and good telephone etiquette skills , Sound organization and interpersonal skills, Good communication skills (written and verbal) , Ability to communicate well with people at different levels and from different backgrounds , Computer literacy in MS Office , A valid driver's licence.

DUTIES : The successful candidate will be required to render a secretarial support service to the DDG with the following key responsibilities: Provide a secretarial/ receptionist support service to the DDG, Render administrative support services , Provide support to the DDG regarding meetings, Support the DDG with the administration of the DDG's budget , Study the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.

ENQUIRIES : Mr M Khathide Tel No: at 033 3556482

DERPARTMENT OF EDUCATION

Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: Kwazulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : should be sent by post for the attention of: Mr. P.B.V. Ngidi, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3200

CLOSING DATE : 10 February 2023

NOTE : Directive to Applicants: Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a copy of the ID, a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Unless otherwise stated. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications filling of the post will be done in terms of the Department's approved Employment Equity Plan Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. The communication from the HR of the Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Note: The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. The /sms-pre-entry-certificate obtained

from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. 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 DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 02/199 : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: DOE/23/2022**

SALAERY : R1 590 747 per annum (Level 15), (an all-inclusive package to be structured in line with the rules for SMS).

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level, inclusive of 3 years' experience at the level of Chief Director or equivalent level. Computer literacy .A valid driver's licence. Competences: Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational trends and innovations, i.e., policy and implementation Proven record in transforming large organizations/institutions. Well-developed and proven analytical thinking and problem-solving skills. A very strong large-scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation.

DUTIES : Provide strategic direction and leadership regarding the management and administration of educational institutions, particularly schools. Initiate and implement strategies aimed at achieving integrated institutional and infrastructural planning systems within the province. Develop initiatives, systems and instruments to enhance effective school leadership and management. Implement innovative strategies aimed at improving the quality of teaching and learning in schools as well as the overall performance of schools, circuits and districts. Ensure the alignment of school academic programmes with National and Provincial priorities for the education sector. Develop systems and tools for monitoring school performance in order to enhance effective school functionality to bridge performance gaps identified during benchmark assessment and reviews. Oversee the implementation of programmes to improve infrastructure development, delivery and maintenance for schools including the development of the infrastructure priority plan. Manage the promotion of holistic youth development through the development and implementation of co-curricular programmes such as in-school sports, recreation arts and culture. Oversee the development of strategies and plans for the effective implementation of the policy frameworks on the Transformation of the Schooling System, Special Needs, Rural and Inclusive Education. Also manage the provision of resource planning and the proper quintile ranking of schools as well as the provision of education management information system.

ENQUIRIES : Adv. MB Masuku Tel No: 033 392 1006

POST 02/200 : **DEPUTY DIRECTOR-GENERAL: CURRICULUM MANAGEMENT AND DELIVERY REF NO: DOE/24/2022**

SALARY : R1 590 747 per annum (Level 15), (all-inclusive package to be structured in line with rules for SMS).

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level, inclusive

of 3 years' experience at the level of Chief Director or equivalent level. Computer literacy. A valid driver's licence. Competencies: Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational issues and challenges, i.e. policy and implementation. Proven record in transforming large organizations/institutions. Well-developed and proven analytical thinking and problem-solving skills. A very strong large-scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation.

DUTIES : Provide strategic direction and leadership regarding Curriculum Management and Delivery in the department through the implementation of systems for monitoring effective curriculum delivery in schools. Oversee the general professionalisation of the teaching cohort through the professional development of teachers. Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National Curriculum Policy framework. Oversee the management and implementation of an integrated system of education in the province inclusive of Early Childhood Developmental (ECD). Provide regular reports to Top Management, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessments studies and the general trends in the education arena. Manage and monitor the provision of Learning and Teaching Support Material (LTSM) to schools. Initiate and implement systems that are aimed at integrating curriculum delivery in schools with information technology and infrastructure development and delivery in schools. Manage the provision of examinations and assessments in the Department in line with the National Assessment Policy Framework. Oversee the development and implementation of programmes for teacher development, quality assurance, governance and management services and learner admissions. Manage the provision of Education Library, Information and Technology Services (ELITS) and special intervention programmes to improve the teaching of Mathematics, Science and Technology. Manage the personnel and other resources within the Branch.

ENQUIRIES : Adv MB Masuku Tel No. 033 3921006)

POST 02/201 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DOE/25/2022**

SALARY : R1 308 051 per annum (Level 14), (all-inclusive package to be structured in accordance with the rules for SMS).

CENTRE : Head Office Pietermaritzburg

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level, Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance Management Act, Public Service Act Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations good communication, planning project management, decision making and problem solving skills. Policy analysis and development.

DUTIES : Provide strategic leadership and management to the department on all Human Resource related matters inclusive of Organisational Development (OD), Human Resource Services, Performance Management, Human Resource Development and Employee Relations. Manage the development and implementation of sound systems for human resources management in the department. Render advice to management on HR related matters. Initiate the formulation, reporting and review of HR Plans, HR recruitment, selection and retention strategies and policies informed by labour market demand and supply. Develop standards operating procedures and systems for effective and efficient management of the department's compensation of employee's (CoE) budget. Monitor and manage the development and implementation of all HRM projects including the implementation of electronic systems for reporting on staff and timeous processing of appointment and termination of staff exits on PERSAL to eliminate staff debts. Ensure the alignment of the department's

organisational structure to the strategic goals and objectives of the department. Manage the development and implementation of Skill Development programmes and Workplace Skills Plans for the skilling and development of the workforce, Manage and facilitate the development of Employment Equity Plans, affirmative action measures and reporting on the achievement of set equity targets to achieve redress and employment equity. Implement systems aimed at promoting labour peace and collective bargaining in the department. As a Responsibility Manager for the Chief Directorate assume ultimate responsibility for the performance of the chief directorate and contribute towards effective and efficient spending of allocated funds.

- ENQUIRIES** : Adv MB Masuku Tel No: 033 3931006
- POST 02/202** : **CHIEF DIRECTOR: CURRICULUM MANAGEMENT REF NO: DOE/26/2022**
- SALARY** : R1 308 051 per annum (Level 14), (an all-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg
: An appropriate Bachelor's Degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level. Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts an legislations Good communication, planning project management, decision making and problem solving skills. Policy analysis and development.
- DUTIES** : Provide strategic leadership in Curriculum Management and Delivery in the Department. Manage the implementation of the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) in all the phases of the education system in the province. Develop provincial policies, guidelines, learning programs to facilitate the implementation of the National Curriculum Statement. Manage the provision of GET and FET (Grades RR to 12) in public schools in the province including ECD provided to community-based centres. Manage the development of learning and teaching support material, equipment and technology associated with the Curriculum Management Strategy, plans for the promotion and improvement of literacy and numeracy in primary schools. Develop relevant intervention strategies to promote quality improvement in teaching and learning in the province. As a Responsibility Manager for the Chief Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilisation of resources allocated to the Chief Directorate.
- ENQUIRIES** : Adv MB Masuku Tel No: 033 3921006
- POST 02/203** : **DIRECTOR: OFFICE OF HEAD OF DEPARTMENT REF NO: DOE/27/2022**
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg
: An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.
- DUTIES** : Manage the provision of efficient executive support services to the Head of Department. Manage the provision of administrative support services to the Head of Department. Oversee the provision of document flow and quality management. Coordinate communication between the Head of Department and other strategic role-players/stakeholders. Manage the resources of the Directorate. Ensure effective and efficient provision of secretarial services. Manage special intervention programmes and projects by the Head of Department. Coordinate the finalization and approval of the Strategic Plan, Service Delivery Improvement Plan, Human Resource Plan, Annual Report and Close-out Report.
- ENQUIRIES** : Mr K. Naidoo Tel No: 033 846 5533

<u>POST 02/204</u>	:	<u>DIRECTOR: INTERNAL CONTROL AND RISK MANAGEMENT REF NO: DOE/28/2022</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Ensure the development and maintenance of efficient and effective internal control systems for the achievement of the objectives of the Department by evaluating the Department's controls/objectives, to determine their effectiveness and efficiency through Internal Audits, proactive Risk Management and Forensic Service. Communicate the findings of Internal Audit, Risk Management and Forensic Services engagements to all relevant role-player Review, collect information and compile Internal Audit, Risk Management and Forensic Services progress reports, quarterly reports and annual reports to management, Audit and Risk Committees Implement, monitor and report on the Programs, Projects and Strategies in relation to Internal Audit, Risk Management and Forensic Services Review draft and final Internal Audit, Risk Management and Forensic Services Reports for issuing. Identify the key risk areas for the Department emanating from current operations as set out in the Strategic Plan and Risk Management Strategy Participate in the development of the three year Strategic Risk Based Internal Audit Plan Develop the annual Internal Audit Operational Plan Establish and maintain optimum relations with Internal and External Stakeholders Participate in the coordination with Internal and External Service Providers of assurance to ensure proper coverage so as to minimise duplication of effort. Represent the Department at various fora, meetings and Committees.
<u>ENQUIRIES</u>	:	Mr K. Naidoo Tel No: 033 846 5533
<u>POST 02/205</u>	:	<u>DISTRICT DIRECTOR REF NO: DOE/29/2022</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	King Cetshwayo District An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of PFMS, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessity. Computer literacy (MS Word, Excel. Access and PowerPoint). Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.
<u>DUTIES</u>	:	Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the district. Manage the function related to Human Resource Management, Finance and Administration at District level.
<u>ENQUIRIES</u>	:	Mr K. Naidoo Tel No: 033 846 5533

POST 02/206 : **DISTRICT DIRECTOR REF NO: DOE/30/2022**

SALARY : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).

CENTRE : Umlazi District

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessity. Computer literacy (MS WORD, EXCEL. Access and PowerPoint). Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.

DUTIES : Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the function related to Human Resource Management, Finance and Administration at District level.

ENQUIRIES : Mr K. Naidoo Tel No: 033 8465533

POST 02/207 : **DIRECTOR: EXAMINATION AND ADMINISTRATION REF NO: DOE/31/2022**

SALARY : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with the rules for SMS).

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level in Educational environment which includes relevant experience in the conduct and administration of Examination at School, Districts, Provincial or National Levels. Computer Literacy. A valid driver license. Competencies: Knowledge and assessment policies applicable to the schooling sector. Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.

DUTIES : Effective planning and management of all administrative processes. Ability to enhance the security in the administration of examination processes. Ensure all credited examinations centre and their candidates are registered correctly for all examination and assessments. Ensure efficient service delivery to clients and manage client service via districts. Ensure accurate processing of examinations results and certification of candidates. Ensure error free printing, packing and distribution of question papers to examination centres. Effective management of script control and the timeous collection of answers scrips from schools. Identify schools as marking centres and ensure smooth set-up of marking centres of all examination. Manage Examination System administration functions and utilisation pf SITA IT consultants. Knowledge of examination systems and processes and ability to upgrade IT systems and processes to streamline examination processes. Provide correct data/statistics to MEC, HOD, DDG, Chief Director, Districts, and other stakeholders as and when required. Contribute to the development and enhancement of National and Provincial computer programmes. Ensure sound tender administration in collaboration with Supply Chain Management. Work in close collaboration with the directorate: Assessment Management, Quality Assurance to ensure efficient management and Assessment to in the Province. Ensure availability after hours to attend management issues especially during peak examination periods. Ability to communicate and enter into contractual agreement with external service providers. Ability to think and operate both strategically and operationally. Competence and ability to be

responsible and take accountability for decisions taken. Ability to identify risk and address them appropriate. Plan and execute deliverable timeously.

ENQUIRIES : Mr. K. Naidoo Tel No: 033 8465533

POST 02/208 : **DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION REF NO: DOE/32/2022**

SALARY : R1 105 383 per annum (Level 13), (all-inclusive package to be structured in line with rules for SMS).

CENTRE REQUIREMENTS : Head Office, Pietermaritzburg
 : An appropriate bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver license. Competencies: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.

DUTIES : Manage the development, and review of the Department's Strategic Plan and ensure alignment with the strategic goals and direction of the department and government priorities in general. Attend to the compilation and submission of annual performance plans, annual and quarterly reports and consolidate performance reports as well as approved operational plans of the Department. Prepare required documentation regarding the strategic plans and progress with its implementation as required. The monitoring and evaluation of performance information at all levels of the system. Monitor service delivery in line with Batho Pele programs. Manage all activities regarding the revision, co-ordination and alignment of policies to ensure effectiveness and efficiency, As a Responsibility Manager for the Directorate manage all the resources allocated to the directorate.

ENQUIRIES : Mr K. Naidoo Tel No: 033 8465533

OTHER POSTS

POST 02/209 : **DEPUTY DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DOE/33/2022**

SALARY : R908 502 per annum (Level 12), (all-inclusive package to be structured in line with rules for MMS).

CENTRE REQUIREMENTS : Head Office, Pietermaritzburg
 : An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification with 3-5 years' management experience in the administration. Computer literacy. Valid Driver's licence. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

DUTIES : Ensure healthy interaction and co-existence between the office of the Head of Department and the four Deputy Director General/ Branches. Source information pertinent to education in general from newspapers, magazines, the internet, intranet and other stakeholders and expose this information to the Head of Department. Liaise with Office of the Head of Department's Executive Assistant in prioritizing matters in the diary including issuing reminders of and confirming appointments. Consult with the Communications Directorate and other stakeholders in arranging media briefing. Provide technical computer (including video projectors and any other equipment) support in preparation of and during meeting and presentations by the Head of Department.

		Occasionally travel ahead of the Head of Department to ensure proper preparations. Compile and prepare reports, on behalf of the Head of Department to political office-bearers and education stakeholders. Prepare speeches, conduct research on various education matters. Provide enabling information to the Head of Department to respond to the Portfolio committee, cabinet clusters, MEXCO, CEM, HEDCOM, etc. Facilitate the process of monitoring the implementation of the department strategic plan. Liaise with the Head of Department in extracting information pertinent to the Budget speech and Annual Report.
<u>ENQUIRIES</u>	:	Mr K. Naidoo Tel No: 033 8465533
<u>POST 02/210</u>	:	<u>DEPUTY DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR GENERAL – CORPORATE MANAGEMENT REF NO: DOE/34/2022</u> Branch: Corporate Management.
<u>SALARY</u>	:	R908 502 per annum. (Level 12), (all-inclusive package to be structured in line with rules for MMS).
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification with 3-5 years' management experience in administration or corporate environment. Computer literacy. Valid Driver's licence. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good interpersonal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.
<u>DUTIES</u>	:	Manage and compile the management Information Systems for the Office of Deputy Director General: Corporate Management. Co-ordinate and monitor the strategic planning, operational planning, financial budgeting and reporting of the Branch. Manage the Communication strategy and stakeholder relations for the office of Deputy Director General. Attend to queries, correspondence, submissions in the office of DDG. Manage and administer the cash flow of the DDG's Office.
<u>ENQUIRIES</u>	:	Mr K. Naidoo Tel No: 033 8465533
<u>POST 02/211</u>	:	<u>DEPUTY DIRECTOR: HIV /AIDS LIFE SKILLS EDUCATION PROGRAMME REF NO: DOE/35/2022 (X2 POSTS)</u> (3 Year contract)
<u>SALARY</u>	:	R766 584 per annum (Level 11)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Diploma with specialization in HIV and AIDS or Social Work, or Educational Psychology or Child and Youth Care or Life Orientation or Public Health. Must have at least 3-5 years working experience in learner and teacher support in the field of HIV and AIDS or educational Psychology or Child and Youth Care or Life Orientation or Social Work & Counselling or Community Development or Public Health. Additional Requirements: Proven knowledge of project management as well as knowledge regarding HIV and AIDS Life Skills Education Programme is essential. Knowledge of the following legislation and documents is vital: DBE National Policy on HIV and AIDS, STIs and TB; DBE Policy on the Prevention and Management of Learner Pregnancy in Schools. Integrated School Health Policy; Care and Support for Teaching and Learning Framework; My Life My Future Programme; Education White Paper 6; PFMA; DORA and Key Strategic Documents of KZNDOE. Competencies: Leadership abilities. Conceptual and analytical skills. Acceptance of responsibility. Proven ability to communicate cross culturally, as well as with a range of public and private counterparts. Strong interpersonal

skills and proven ability to engage in proactive and informative discussions at all levels. Must be able to apply a sound judgment in dealing with Government officials, other technical programme officials, counterparts and other role-players. Proficiency in the use of computers (word processing, spreadsheets and presentation programmes) to allow the incumbent to prepare the required written and quantitative analyses and presentations. Fluency in written and spoken English. Knowledge of one or more of the other South African official languages will be an advantage.

DUTIES : Performance Management, Leadership and Supervision of the HIV and AIDS Lifeskills Education Programme Staff. Provision of management support for districts and head office staff to effectively Implement HIV & AIDS Lifeskills interventions in schools. Provide professional leadership regarding effectively utilization of My Life My Future & Integrated School Health Conditional Grant resources. Management the implementation of the following policies and programmes both at Head Office and District Levels: DBE National Policy on HIV and AIDS, STIs and TB; Integrated School Health Policy; Care and Support for Teaching and Learning Framework; My Life My Future Programme as well as DBE Policy on the Prevention and Management of Learner Pregnancy in Schools. Management and Administration of the HIV and AIDS Life skills Education Grant. Training of district officials and Learner Support Agents on implementation of the Department's Care and Support, HIV and AIDS Life skills and Integrated School Health Policies and Programmes Oversight, monitoring and support for the implementation of My Life My Future interventions for leaners. Working collaboratively with Operation Sukuma Sakhe Structures; Sister Departments; Service Providers; Office of the Premier and Civil Society Partners in the implementation of the Department's Care and Support, HIV and AIDS Life skills and Integrated School Health Policies and Programme. Any other duties that may be assigned to them by the Department from time to time.

ENQUIRIES : Mr K. Naidoo Tel No: 033 846 5533

POST 02/212 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING BAS SYSTEM CONTROLLER REF NO: DOE/36/2022**

SALARY : R393 711 per annum (Level 09)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : National Diploma or Bachelor's Degree in Commerce or equivalent couple with a minimum five (5) years' work experience on BAS. Advanced Computer Literacy in particular Excel, Access and databases. Knowledge of PFMA, Treasury regulations and guidelines, Standard chart of Accounts, Government financial systems, Principles and practice of accounting and auditing, Government accounting standards (GRAP), PERSAL and Vulindlela. Competencies: Must have extensive working knowledge of BAS (Basic Accounting System), across a variety of functionalities. Must have a good understanding of the BAS platform – in terms of Parameters, Combination Codes, Security Settings, Transaction Processing Rules, Interface linking's, Code structures. Must have a good understanding of the BACS (Biometrics Access Controls) Must have the ability to work in an autonomous environment – with limited supervising. Must be well disciplined and be able to time manage and prioritize task and adhere to timeframes. Must have an in-depth knowledge of the diverse nature of the Departments organizational structure, coupled with a good understanding of the I.T infrastructure relating to BAS and BACS. Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters. Sound understanding of the Departmental Organogram and Programme structures. Good working knowledge of BAS, Vulindlela, SCOA and CSD. Basic SCM and PERSAL understanding, Understanding of Cashflows, Suspense Accounts and general Budget matters, including insight into the various Conditional Grants. Good Communication Skills. Analytical thinking, Planning and Organizing, Problem solving, Research, Facilitation, Strategic Planning, Advances Computer Skills, Policy Formulation, Financial Management, Change/Diversity Management. Adaptability during changes to meet goals. Flexibility and be availability to work extended hours.

DUTIES : To perform the main roles of the BAS System Controller. Workflow and Workgroup Management, Resets, User Functions Access, User Profile Management, BAS Printer maintenance. Overtime Bookings. Provide ongoing User Support – assisting with functional query's, attend to all BAS and BACS

troubleshooting, manage and follow through all call logs with P.T and National Treasury. See to all logistics iro Biometrics enrolments and Smart Card issues with Provincial Treasury Monthly / Annual Book Closure Processes Oversee the clearing of certain Suspense Accounts Overseeing certain BAS Exceptions (Reports analysis and communication to relevant stakeholders) Assist Senior Management with Pay Release Reports and Analysis Oversee & Assist with Budget Capturing Prepare and submit the monthly Prov Treasury Note 34 – Payments over 30 days Oversee all aspects relating to Entity Maintenance management and CSD uploads for the whole Department. Provide support to various components iro Conditional Grants – including analytical, reporting and adjustment and journal correction functions. Provide support to Budgets Section – with regard to SCOA coding, BAS Combination Linking, Reports and any Ad Hoc Analytical Requirements Provide any Ad Hoc Reports for Audit Requirements / Management/ and other relevant stakeholders. Provide Detailed reports to Districts and Head office in respect of Order Commitments / Outstanding Payments / Recalls, Exceptions, Payment Release + EBT stubs, etc Communicate any Change Controls / System Enhancements / Policy or BAS Environment changes Ensure rollout of Codestables and Client files – as and when released by National Communicate, and were necessary facilitate BAS training Perform and partake in all A.G Auditing Requirements, Perform Annual User Account Audits. Provide input to the Quarterly “System Controllers” Audit. Partake in scheduled Disaster Recovery Testing.

ENQUIRIES : Mr K. Naidoo Tel No: 033 846 5533

DEPARTMENT OF HEALTH

(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.)

OTHER POSTS

POST 02/213 : **MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 7/23 (X1 POST)**
(Arthroplasty & Sports Medicine – Orthopaedics
Component: Orthopaedics
Re-Advertised

SALARY : Grade 1: R1 156 308 per annum
Grade 2: R1 322 100 per annum
Grade 3: R1 534 356 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

CENTRE REQUIREMENTS : Grey's Hospital- PMB Metropolitan Hospitals Complex
: **Grade 1:** Experience: Not Applicable-Registration with HPCSA as a Medical Specialist **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. **Grade 3:** Experience: A Minimum of 10 years experience after registration with the HPCSA as a Medical Specialist in the relevant Discipline.Senior Certificate (Grade 12) or equivalent MBChB or equivalent FC Ortho (SA) and MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics (Only shortlisted candidates will be required to submit Proof of all documents). Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES : Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the

need exists Participate in cost containment activities / practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality) Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research as dictated by clinical need Outreach: Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services (at least one visit a week) To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals Co-ordination of Outreach Services in Area 2 with 6 monthly reports on Outreach produced.

**ENQUIRIES
APPLICATIONS**

: Dr A W R Mungherera Tel No: 033 – 8973299
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

: Mrs M Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male

CLOSING DATE

: 03 February 2023

POST 02/214

: **MEDICAL SPECIALIST: (GRADE 1,2,3) REF NO: GS 6/23 (X1 POST)**

(Upper Limb Unit- Orthopaedics)
Component: Orthopaedics
Re-Advertised

SALARY

: Grade 1: R1 156 308 per annum
Grade 2: R1 322 100 per annum
Grade 3: R1 534 356 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE
REQUIREMENTS**

: Grey's Hospital- PMB Metropolitan Hospitals Complex
: **Grade 1:** Experience: Not Applicable-Registration with HPCSA as a Medical Specialist **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. **Grade 3:** Experience: A Minimum of 10 years experience after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Senior Certificate (Grade 12) or equivalent MBChB or equivalent FC Ortho (SA) and MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics (Only shortlisted candidates will be required to submit Proof of all documents). Knowledge, Skills and Experience: Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES

: Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities / practices Participate in

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

- ENQUIRIES** : Dr A W R Mungherera Tel No: 033 – 8973299
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
- CLOSING DATE** : 03 February 2023
- POST 02/215** : **MEDICAL SPECIALIST:(GRADE 1,2,3) REF NO: GS 5/23 (X1 POST)**
Component: ENT Surgery
- SALARY** : Grade 1: R1 156 308 per annum
Grade 2: R1 322 100 per annum
Grade 3: R1 534 356 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE** : Grey's Hospital- PMB Metropolitan Hospitals Complex
- REQUIREMENTS** : **Grade 1:** Experience: Not Applicable-Registration with HPCSA as a Medical Specialist **Grade 2:** Experience: A Minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. **Grade 3:** Experience: A Minimum of 10 years experience after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS FCORL Qualification or equivalent Registration with the Health Professions Council of South Africa as a Medical Specialist in the relevant Discipline Current registration with Health Professions Council of South Africa as a Specialist ENT Surgeon. (Only shortlisted candidates will be required to submit proof of all documents). Knowledge, Skills and Experience: Knowledge of appropriate specialist level procedures and protocols within the field of ENT surgery. Sound knowledge of Human Resource management. Financial Management - monitoring of expenditure. Essential Drug List. Management functions - policy analysis and implementation. Strategic management, project management, information management, total quality management and improvement. Legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Procolos and Guidelines used in Health Services.
- DUTIES** : Participate in the delivery of an in-patient and out-patient ENT surgery service within the Pietermaritzburg Metropolitan Hospitals Complex inter disciplinary coordination of the management of ENT patients Supervision of the medical officers In rotating through the unit Ensuring the highest standards of clinical, professional, and ethical behaviour Undertake teaching of undergraduate medical students, medical officers, and allied healthcare personnel Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Develop management protocols for ENT service in accordance with Provincial, Hospital and Departmental policies; Provide appropriate surgical

care to ENT surgery patients, Maintain the effective and efficient utilisation of human resources in respect of : overseeing and supervising ENT surgery staff in the execution of their duties, training staff and promoting ongoing staff development in accordance with their individual and departmental development needs, recruiting and selecting staff in accordance with government prescripts; Assessing performance of ENT surgery staff; Allocating ENT surgery personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards, Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in and co-ordinate all academic and clinical meetings of the ENT Surgery department Participate in the departmental outreach program Participate in and co-ordinate departmental research activities Accept responsibility for continuous professional development to keep up to date with New developments in the field of expertise and related fields Any other duties as assigned by the Head of Department.

- ENQUIRIES** : Dr V Govindasamy Tel No: 033-897 3379
Dr Senast Van Wyk Tel No: 033 8973064
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female or Coloured Male
- CLOSING DATE** : 03 February 2023
- POST 02/216** : **MEDICAL SPECIALIST REF NO: MEDSPECANAE/01/2023 (X1 POST)**
Department: Anaesthetics
This is a re-advertisement. Those who applied previously should re-apply
- SALARY** : **Grade 1:** R1 156 308 per annum, (all-inclusive salary package), excluding commuted overtime requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa.
Grade 2: R1 322 100 per annum (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.
Grade 3: R1 534 356 per annum (all-inclusive salary package) excluding commuted overtime requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration as Specialist Anaesthesiologist with the Health Professions Council of South Africa. Recommendation Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.
- DUTIES** : Provide a specialist anaesthesia service and assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a

consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.

- ENQUIRIES** : Dr. L Cronjé Tel No: 031) 240 1762
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but **must** submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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
- CLOSING DATE** : 03 February 2023
- POST 02/217** : **DEPUTY MANAGER MEDICAL PHYSICS REF NO: DMMEDPHYS/1/2023 (X1 POST)**
Department: Medical Physics
- SALARY CENTRE** : R1 071 918 per annum, (all-inclusive package)
: This post falls under the Medical Physics Complex of the Durban Functional Region (DFR). Successful candidates will be responsible for providing Medical Physics services to Inkosi Albert Luthuli Central Hospital, Addington Hospital and King Edward VIII Hospital, as and when required.
- REQUIREMENTS** : BSc Honours Degree in Medical Physics, or equivalent. Registration with the HPCSA as a Medical Physicist (Independent Practice). Experience: At least 5 years post registration experience in clinical Medical Physics. Recommendation: An MSc in Medical Physics. Knowledge, Skills, Training And Competence Required. Skills pertaining to the scope of the profession of a Medical Physicist. Sound knowledge of radiotherapy physics, radiotherapy equipment, dosimetry, treatment planning and HDR brachytherapy. Knowledge of computers and software used in radiotherapy, radiology and nuclear medicine. Knowledge of quality assurance and radiation protection aspects of all radiation therapy and radiation imaging equipment. Knowledge of the statutory regulations regarding the medical use of ionizing radiation. Thorough understanding of physics concepts and its link to medical

<u>DUTIES</u>	:	applications. Research, development and teaching/training skills. Good leadership, communication and interpersonal relationship skills.
	:	Responsibility for the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Provide Medical Physics support for Radiation Oncology treatment units including, acceptance testing, commissioning, calibration, and quality assurance. Provide Medical Physics support for Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Provide radiation protection services for the institutions in the DFR. Provide clinical Medical Physics advice as required in Radiotherapy, Nuclear Medicine and Radiology. Training and education of Medical Physics Interns and other professionals in associated departments. Lecture at undergraduate and postgraduate level on Medical Physics-related topics. Active participation and assistance with research and development programmes of the Medical Physics Department.
<u>ENQUIRIES</u>	:	Dr Graeme L Lazarus Tel No: 031 240 1855
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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.
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 02/218</u>	:	<u>NURSING MANAGER REF NO: NURSMAN/1/2023</u>
<u>SALARY</u>	:	R992 634 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital (IALCH)
<u>REQUIREMENTS</u>	:	Degree/Diploma in General Nursing and Midwifery. Current registration with SANC as General Nurse and Midwife. A minimum of 10-years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 -years of the period referred to above must be appropriate / recognizable experience at management level. Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislative framework governing the public service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, and other members of the multi-disciplinary team including the writing of reports. Good human relations displaying a concern for patients, promoting and advocating patients needs and expectations (Batho Pele). High concern for excellence, tenacity and resilience. Leadership and management skills. Problem analysis and decision making skills. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work,

		time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Represent Nursing Department in the Senior Management Team. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective patient care across all domains. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences.
<u>ENQUIRIES</u>	:	Dr LP Mtshali Tel No: (031) 240 1124
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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.
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 02/219</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 ORTHOPAEDIC REF NO: MED 04/2023 (X1 POST)</u>
<u>SALARY</u>	:	R881 961 – R992 634 per annum, (all-inclusive package), Other Benefits: 8% Inhospitable Area Allowance, 13 th Cheque, Housing Allowance AND Medical Aid: Optional (Employee must meet Prescribed Requirements)
<u>CENTRE</u>	:	Harry Gwala Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. MBChB Degree, PLUS Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic. FCS Ortho (SA) and MMed in Orthopaedic or equivalent Qualification. Comprehensive knowledge base of Specialist Orthopaedic surgeon in a Regional Hospital setting. Surgical and practical skills required from Specialist in Orthopaedic surgery in a Regional Hospital setting. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public

Service Legislations, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

DUTIES

: Service provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of Orthopaedic patients. Continuously monitor service delivery, both at Harry Gwala Regional Hospital and referring Hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic level of care where the need exists. Participate in cost containment activities and practices. Participate in provision of emergency after hours services to orthopaedic patients. Management: Assist in administrative duties related to the optimal functioning and service delivery in Orthopaedic at Harry Gwala Regional Hospital and the relevant referral Hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions. Ensure that data is collected and analysed on the state of Orthopaedic service in outlying drainage areas to enable policy/strategy development. Participate in Clinical Governance (Mobility and Mortality Reviews/Clinical audits). Participate in Clinical Administrative activities as delegated by the Head Clinical Unit. Teaching and Learning: Provide both academic and clinical service functions of Junior Staff (Medical Officers, Registrars and Interns) at the Hospital, including ward rounds, outpatient clinics and clinical training. To participate and to contribute to the development, teaching/learning programme relevant to all staff, including Interns and Post-Graduate students/registrar in Orthopaedic. Train both under-Graduate and Post-Graduate students in the orthopaedic. Participate in Departmental and University of Kwa-Zulu Natal academic activities. Participate in Student and Registrar assessments. Outreach: Active participation in outreach programme aimed at improvement of patient access in Harry Gwala Regional Hospital drainage area to the relevant clinical services. To ensure skills transfer through teaching activities involving the relevant staff at District outlying Hospitals. Research: To actively promote and support research in the Department. To pursue research as dictated by Clinical need.

ENQUIRIES

: Dr. C.J. Serfontein Tel No: 033-395 4669

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. 01/01/2022. 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: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female

- CLOSING DATE** : 03 February 2023
- POST 02/220** : **DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS) REF NO: MAN 01/2023 (X1 POST)**
- SALARY** : R881 961 – R992 634.per annum, (all-inclusive package), Other Benefits: 8% Inhospitable Area Allowance, 13th Cheque, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)
- CENTRE** : Harry Gwala Regional Hospital
- REQUIREMENTS** : Senior certificate/Grade 12. Basic R425 Qualification (i.e. Diploma/Degree in Nursing obtained from the Varsity/College) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration certificate with the SANC as a Professional Nurse. A minimum of nine (9) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and atleast four (4) years of the period referred to above must be appropriate / recognizable experience at Management level. Knowledge of relevant legislative framework governing the Public Service. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, and other members of the multi-disciplinary team including the writing of reports. Good human relations displaying a concern for patients, promoting and advocating patients' needs and expectations (Batho Pele). High concern for excellence, tenacity and resilience. Leadership and management skills. Problem analysis and decision making skills. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the units. Be able to work under pressure.
- DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the nursing division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Represent Nursing Department in the Senior Management Team. Establish, maintain and participate in inter-professional and multi- disciplinary teamwork that promotes efficient and effective patient care across all domains. Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Deal with disciplinary and grievance matters. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Participate in implementation and adherence to National Core Standards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Recommendation: Diploma /Degree in Nursing Management will be an added advantage.
- ENQUIRIES** : Mrs. N.T. Nxaba Tel No: 033 395 4039
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. For the attention of Mr. T.C. Manyoni or hand delivered to the box main gate behind the security office.
- 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. 01/01/2022. 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: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female

- CLOSING DATE** : 03 February 2023
- POST 02/221** : **MEDICAL OFFICER GRADE 1 / 2 / 3 (SURGERY) REF NO: MO/SURGERY 01/2023 (X2 POSTS)**
- SALARY** : Grade 1: R858 525 – R924 876 per annum
Grade 2: R981 639 – R1 073 355 per annum
Grade 3: R1 139 217 - R1 424 286 per annum
Other Benefits: In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Surgery
: MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Independent Practice. Current registration as a Medical Practitioner with HPCSA (2022 / 2023). Experience: Medical Officer **Grade 1**: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training And Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach, guide and junior staff within the department.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care.

Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

ENQUIRIES : Dr JJ Pansegrouw Tel No: 031 907 8303

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

FOR ATTENTION : Mrs TZ Makanya

NOTE : Please note that due to financial constraints, there will be no payment of S&T Claims. NB: Persons with disabilities, the African Male, Coloured Female and White Male are encouraged to apply for the post.

CLOSING DATE : 03 February 2023

POST 02/222 : **ENGINEER PRODUCTION GRADE A SYSTEMS REF NO: SYS 03/2023 NO. OF (X1 POST)**

SALARY : R750 693 – R789 267 per annum, (all-inclusive package), Other Benefits: 13th Cheque, Housing Allowance and Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE : Harry Gwala Regional Hospital

REQUIREMENTS : Grade 12 (Senior Certificate). Engineering Degree (B Eng. BSC (ENG.) or relevant qualification. Three Years post qualification engineering experience after registration with ECSA as Professional Engineer. Valid driver's license. Sound knowledge of all trades and engineering systems installed and used by Health institution. Sound knowledge of Financial, Human and Labour Relations Management. Analytical ability to work to so specification. Analytical thinking, project Management, computer literacy, team building and training skills. Effective internal and external communication.

DUTIES : Provide Hospital Engineering Services including monitoring of Capital Projects. Assume overall managerial responsibility for the supervision and guidance of all staff in the Maintenance division including the maintenance of clinics Be available to be designated as the responsible person at the Regional Hospital in accordance with the terms and condition of the Occupational Health and Safety Act (Act 85 of 1993) and regulations if so required. Assume overall responsibility for ensuring that Planned and Unplanned maintenance is carried out correctly and timeously. Compile and co-ordinate maintenance budget and setting of priorities for maintenance work including Minor New Work, Repairs and Renovations and Routine. Monitor and control all maintenance expenditure. Maintain a data to monitor the maintenance of Major Plants and Equipment. Liaise with other departments such as the Department of Public Works ensuring that there requirements of the institution are met. Implementing Quality Improvement Initiatives in compliance with National Core Standards. Give guidance and advice to the professional, technical and other such investigation as required by the hospital Chief Executive Officer. Ensure that proper training is provided to the staff to carry out their duties and to promote career development. Monitor and record all form of energy resource consumed at the institution such as electricity, water, fuel and medical gases.

ENQUIRIES : Mr. L.D. Memela Tel No: 033 395 4364

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. 01/01/2022. 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: Any person with disability regardless of race and gender, African Male, Indian Male, Coloured Male and Coloured Female

- CLOSING DATE** : 03 February 2023
- POS 02/223** : **ASSISTANT MANAGER NURSING (SPECIALITY AREAS): OBSTETRICS AND GYNAECOLOGY REF NO: NURS 02/2023 (X1 POST)**
- SALARY** : R642 942 – R723 624 per annum, Other Benefits: 8% Inhospitable Area Allowance, 13th Cheque, Housing Allowance AND Medical Aid: Optional (Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital
 : Grade 12 certificate / Senior Certificate. Basic R425 Qualification (i.e. Diploma/Degree in Nursing obtained from the University/College) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification – Advanced Midwifery and Neonatal Nursing Science. Current South African Nursing Council receipt – license to practice (2023). A minimum of Ten (10) years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least SIX (6) years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the ONE (1) year Post Basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Computer Literacy. Driver's License. Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts legislations. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes. Ability to manage conflict. Recommendation: Diploma /Degree in Nursing Management will be an added advantage.
- DUTIES** : Ensure that maternal, neonate and child health care programmes are implemented. Improve the health systems for mothers and babies. Ensure Saving the Mother /Baby recommendations are being implemented. Develop and implement quality assurance progress policies & operational plans. Implement standards, practices and indication for Maternal and Child Health Care. Ensure perinatal mortality meetings are conducted and develop Quality Improvement Projects. Ensure reduction of Mother to Child Transmission rate. Ensure staff is trained on ESMOE. Strengthen Reproductive Health and Postnatal services. Ensure that the hospital is a Mother Baby Friendly Hospital. Improve Data Management system and ensure timeous submission to FIO. Ensure effective utilization of resources. Ensure that Infection Prevention and Control policies are implemented in the department. Monitor and evaluate staff performance (EPMDS). Strengthen PMTCT through implementation of PMTCT policies and guidelines. Ensure that CARMMA elements are implemented. Ensure that monitoring and evaluation of staff performance is done. Ensure that policies and procedures are reviewed and implemented. Ensure that National Core Standards are implemented. Ensure staff development. Ensure that PPIP data is captured and minutes are available. Ensure that clinical audits are done. Participate in disaster planning.
- ENQUIRIES** : Mrs. N.T. Nxaba Tel No: 033 395 4039

- 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. 01/01/2022. 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
- CLOSING DATE** : 03 February 2023
- POST 02/224** : **OPERATIONAL MANAGER NURSING PHC, COMPONENT: GATEWAY CLINIC REF NO: OPM PHC GW 1/2023 (X1 POST)**
- SALARY** : Grade 1: R588 378 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12/standard 10, Diploma/degree in nursing or equivalent. Current registration with South African Nursing Council as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, of which at least 5 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele principles, Public Service Regulations, Grievance Procedures etc. Leadership, organizational, decision making and problem solving abilities. 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.
- DUTIES** : Plan and organize clinics. Drive the implementation of the National Core Standards in the Clinic. Provision of advanced/more complex primary curative health. Health education of patients, public and staff. Assist patients and families to develop a sense of self-care. Ensure evaluation and follow up of patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Continuous evaluation of

nursing care and nursing services. Effective crisis management in the clinic. Involvement with matching research to the needs of the community. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting and advocating proper treatment and care. Ensure that the unit adheres to the principles of Batho Pele. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Provide monthly reports to nursing management. Ensure proper utilization of all resources and exercise care over government property. Facilitate the realization and maintenance of ideal clinic program. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Participate in operation Sukuma sakhe. Support PHC re-engineering by ensuring that outreach teams are functional. Analyze and interpret statistics including PHC programme indicators.

- ENQUIRIES** : Nursing Manager: Mr Mt Dube Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 03 February 2023
- POST 02/225** : **ASSISTANT MANAGER NURSING (M&E) REF NO: NSEL 01/2023 (X1 POST)**
- SALARY** : R588 378 per annum, Basic salary, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Nseleni Community Health Centre
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Certificate of registration with SANC as a Professional Nurse. Current registration with SANC (2023 receipt) as a General Nurse. A minimum of 8 (eight) years appropriate/ recognizable nursing experience after registration with SANC in General Nursing , of which at least three (3) years must be appropriate/recognizable experience at management level. Alternatively ten (10) years as a Professional Nurse of which six (6) years must be experience as a Clinical Programme Co-ordinator. A valid code EB driver's licence. Computer literacy (Ms Word, PowerPoint, Excel etc.). Knowledge public service and health related policies and Regulations. Knowledge of National priority programmes and guidelines. Good communication, leadership, interpersonal and problem solving, Project

		management skills. Skills in organizing planning and supervising. Knowledge of Batho Pele and Patients' Rights, Proficiency in application of computer software package (Ms Word, PowerPoint, Excel etc)
<u>DUTIES</u>	:	Co-ordinate development of the operational plan in the institution with the input from all departments in the facility. Ensure all plans for departments are in place. Monitor implementation of plans against determined objectives or targets. Facilitate and co-ordinate planning sessions. Ensure alignments to plans with APP and DHP. Co-ordinate functions of HIT (Health Information Team). Ensure data is collected and analysed on a monthly basis and is validated as per data management standard operational procedure. Provide report to the Management and governance structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the District. Compile monthly/quarterly/ ad-hoc reports for stakeholders. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Monitor audits and inspection of investigation of quality and utilisation of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and evaluation to consolidate inspection reports. Ensure compliance to infection, prevention and control norms and standards.
<u>ENQUIRIES</u>	:	Dr SNT Vilakazi Tel No: 035 795 1124
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X 1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00)
<u>FOR ATTENTION</u>	:	The Assistant Director: HRM
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) Only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates ONLY on/before the date of interviews. The Reference Number must be indicated in 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 appointment is subject to positive outcome 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 foreign qualification will be expected to submit certificate from the South Africa Qualifications Authority (SAQA) when shortlisted. Non-RSA Citizens/Permanent residents/ work permit holders will be expected to submit documentary proof when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. Employment Equity target: African Male NB: Preference will be given to African Male and people with disabilities
<u>CLOSING DATE</u>	:	03 February 2023
<u>POST 02/226</u>	:	<u>OPERATIONAL MANAGER-SPECIALTY REF NO: APP/03/2023 (1 POST)</u>
<u>SALARY</u>	:	R588 378 - R662 220 per annum Other Benefits: 13 TH Cheque, 8% in hospitable rural allowance, Medical Aid (Optional) Housing Allowance (employee must meet Requirements)
<u>CENTRE</u>	:	Appelsbosch Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/ grade 12 or equivalent, Degree [Diploma in General Nursing and Midwifery, A Post Basic Nursing qualification with duration of at least one year in Operating Theatre Nursing Science accredited with the South African Nursing Council. You must be in possession of Current registration with SANC

(/2023 Receipt). A minimum of 9 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Operating Theatre Nursing Science. Current/ previous work experience endorsed and stamped by the employer(s) (only shortlisted candidate will submit the required certified documents). Recommendations: Degree/Diploma in Nursing Management will be an advantage, Driver's license. Knowledge, Skills, Training And Competences Required: Knowledge of Public Service Policies Acts and regulations, Knowledge of nursing Care delivery approaches, Demonstrate basic understanding of HR and financial policies and practices, Good communication, interpersonal relation and conflict management skills, Leadership, supervisory, organizing, decision making, problem solving abilities. Possess high level of integrity and Professionalism, Teaching and supervisory skills.

DUTIES : Coordinate optimal holistic specialized nursing care provided within set standards and Professional /legal framework, demonstrate an in-depth knowledge and understanding of nursing legislations and ethical nursing practices including other related health legislatives in your practice, ensure provision of accurate and reliable statistic and reports generated in theatre and participate in the information management activities. Participate in quality improvements programmers including clinical governance ideal hospital and regulated norms and standards. Ensure effective, efficient, and economic management of allocated resources in the component. Ensure continuous development of staff and the provision of effective, Identify and manage risks in the Theatre, Facilitate development and review of Standard Operating procedure in the unit. Maintain Professional growth, ethical standards, and self-development. Provide relief services within the team and provide after-hours cover in theatre and work shifts as required. Display concern for patients, promoting and advocating for proper management of all patients according to their individualized needs. Participate in the multi-disciplinary team to ensure comprehensive care of patients, Occupational Health and Safety all applicable prescripts. Carry out EPMDS evaluation of staff, formulate training programmers and participate in the training and development of staff. Exercise control over discipline, grievances and all Labour related issues. Ensure accurate data management.

ENQUIRIES : Deputy Manager Nursing: Mr SM Ntuli –Tel No: 032 2No948000
APPLICATIONS : Applications should be forwarded to: The Chief Executive Officer, P/Bag X215 Ozwathini, 3242.

FOR ATTENTION : Human Resource Manager

NOTE : Equity Target: African Male

CLOSING DATE : 03 February 2023

POST 02/227 : **OPERATIONAL MANAGER NURSING GENERAL REF NO: OPM GEN 2/2023 (X1 POST)**

SALARY : Grade 1: R464 466 - R522 756 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Knowledge, skills and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Demonstrate a basic understanding of HR and financial policies and practices. Computer skills.

DUTIES : Advocate and ensure and promotion of nursing ethos and professionalism. Provision of administration services, participate in clinic arrangement and sustainability in the implementation intergrated clinical service management (ICSM). Perform all activities with the HAST programme. Work integrative with Ward based outreach teams towards achieving recension in care. Conduct

clinical audits for priority programme, analyse and develop quality improvement plans. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Assist with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Ensure effective utilization of resources. Establish and maintain adherence to clinical governance pillars and processes. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS)

- ENQUIRIES** : Nursing Manager: MR MT Dube Tel No: 035-4734500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 03 February 2023
- POST 02/228** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) REF NO: GS 3/23**
Component: Nursing
- SALARY** : Grade 1: R464 466 per annum, plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
- CENTRE** : Greys 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. Knowledge, Skills and Experience: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. 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** : Ability to provide professional leadership Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional / legal framework. Provision of quality nursing care through the implementation of standards, Policies and Procedures coupled with supervision and monitoring implementation thereof. Policies and procedures coupled with supervision and monitoring and monitoring the Implementation thereof. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. To monitor waiting times for clinic areas and for elective cases. Attend Mortality meetings monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. To uphold the Batho Pele and patients rights charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDs as well as student progress reports. Participate and ensure implementation of National Core Standards, National Health priorities, Quality Improvement initiatives including national priority program plans.
- 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 x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female, Coloured Male
- CLOSING DATE** : 03 February 2023
- POST 02/229** : **OPERATIONAL MANAGER NURSING GENERAL REF NO: OPM GEN 2/2023. (X1 POST)**
- SALARY** : Grade 1: R464 466 - R522 756 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12/standard 10. Basic R425 qualification i.e. Diploma/degree in nursing. Current registration with South African Nursing Council as a Professional Nurse with Midwifery. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing and Midwifery. NB: Knowledge, skills and competencies required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Demonstrate a basic understanding of HR and financial policies and practices. Computer skills.
- DUTIES** : Advocate and ensure and promotion of nursing ethos and professionalism. Provision of administration services, participate in clinic arrangement and sustainability in the implementation integrated clinical service management (ICSM). Perform all activities with the HAST programme. Work integrative with Ward based outreach teams towards achieving recension in care. Conduct clinical audits for priority programme, analyse and develop quality improvement plans. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Assist with the management of the transformation

process and change within the units to ensure that the objectives of the institution are met. Ensure effective utilization of resources. Establish and maintain adherence to clinical governance pillars and processes. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).

**ENQUIRIES
APPLICATIONS**

: Nursing Manager: Mr MT Dube Tel No: 035-4734500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager
: 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. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 03 February 2023

POST 02/230

: **CLINICAL PROGRAMME COORDINATOR (IPC) REF NO: CL 09/2022 (X1 POST)**

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R464 466 per annum
: Clairwood Hospital
: Senior Certificate – Grade 12, Diploma / Degree in General Nursing, Registration Certificate with SANC.as a Professional nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC as a General Nurse. Current SANC Receipt. Knowledge on applicable legislation such as Health Act, Nursing Act, Occupational Health and Safety Act and Waste Management Act. High level of verbal and written communication skills. Must have good interpersonal relations. Computer literacy in word processing and spread sheet packages. Presentation Skills – assertive and diplomacy. High level of innovation and initiative.

DUTIES

: Facilitate and oversee the development of an IPC operational plan to give strategic direction. Develop, implement, monitor and evaluate the Operational Plan and also provide feedback to Management. Ensure a functional infection prevention and control programme in the facility. Conduct IPC audits and monthly committee meeting and ensure a functional IPC committee. Develop a quality improvement plan, compile statistics and reports. Facilitate IPC surveillance of health care associated infections. Conduct active and passive surveillance. Investigate potential outbreaks and report on health care associated infections. Ensure that staff development and training takes place. Develop an IPC orientation and induction plan. Compile training schedules. Observe disease outbreaks and conduct the necessary training. Analyze provincial policy imperatives with a view to develop and maintain institutional protocols and standards. Ensure that provincial guidelines are followed. Develop institutional protocols. Ensure dissemination of information and adherence to institutional IPC protocols.

ENQUIRIES

: Mr. T.P Zondi Tel No: 031 451 5177

- APPLICATIONS** : Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060
- NOTE** : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Applications for employment are required to complete and submit Z83 form (Obtainable at any Government Department or from website – www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. The reference number must be indicated in the column provided on the form Z83. Application for employment are not required to submit copies of qualification and other relevant documents on application but must submit Z83 form and detailed Curriculum Vitae (CV). The certified copies of qualification and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not receive any response after two months of the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for this post. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).
- CLOSING DATE** : 03 February 2023
- POST 02/231** : **CLINICAL PROGRAMME CO-ORDINATOR REF NO: HGHD 01/2023**
Component: Healthy Lifestyle Promotion – Programme
- SALARY** : R464 466 per annum. Benefits: 13th Cheque, Medical Aid (optional) Housing allowance) provided the incumbent meets the prescribed requirements. Rural Allowance (On Claimable basis)
- CENTRE** : Harry Gwala Health District
- REQUIREMENTS** : Grade 12/Senior certificate/ Standard 10 qualification. Plus; Degree / Diploma in General Nursing or equivalent qualification that allows registration with SANC as a Professional nurse. Plus Current registration with the SA Nursing Council (SANC). Plus a minimum of 7 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC. N.B: Proof of previous and current work experience endorsed and stamped by Human Resource Department not certificate of service: Recommendation: Valid Driver's license. Knowledge, Skills, Training and Competencies Required Presentation and Report writing Skills. Financial management skills. Empathy and counselling skills. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other related matters and to comply with time frames. Computer literacy with a proficiency in MS Office Software applications.
- DUTIES** : Co-ordinate the implementation of the WBPHCOTs and the Integrated School Health. Programme policy (ISHP) in line with the PHC re -engineering framework and the National Health Insurance (NHI). Co-ordinate the implementation of Health Promotion Programmes in schools, Primary health care facilities and at community level (e.g. Health promoting clinic, Health promoting school and Early Child development centres).Co-ordinate the Oral Health Programme in the District. Co-ordinate the Adolescent Youth Health Programme in the District; and oversee effective implementation of youth zones in all facilities. Co-ordinate the vaccination programme (HPV, Td and Deworming) in schools and ECDs. Collaborate with stakeholders on the attainment of targeted district health outcomes. Participate in the ideal clinic and ideal hospital realisation and maintenance project in the district by monitoring adolescent and youth involvement and empowerment. Collaborate with other stakeholders to implement health promotion priority programme

plans in the district to attain positive health outcomes. Facilitate implementation of Health Promotion Programmes at community level Plan, organize, monitor and evaluate effective implementation of educational drives, campaigns, advocacy initiatives, community awareness and events to convey health messages and practices which support healthy lifestyle programme strategies, and to ensure that a healthy lifestyle is maintained.

- ENQUIRIES** : Mrs N.C Ndzamela Tel No: 039-834 8200
- APPLICATIONS** : Applications must be directed: Private Bag x502, Ixopo, 3276 or Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.
- FOR ATTENTION** : Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office
- NOTE** : The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: 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.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. HGHD 01/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
- CLOSING DATE** : 03 February 2023
- POST 02/232** : **OPERATIONAL MANAGER NURSING: GENERAL STREAM REF NO: OPMAN (GEN NURS-CARDIOTHOR/1/2023)**
 Department: Cardiothoracic ward
 This is a re-advertisement. Those who applied previously should re-apply.
- SALARY** : Grade 1: R464 466 per annum, plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Options
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree / Diploma in General Nursing (R425 qualification or equivalent that allows for registration with SANC as a Professional Nurse) .Current registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients' needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to manage data and information management of the department. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing

standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required .Ensures implementation of programs relevant to the area of work. Participates in quality improvement, IPC and Health and Safety committees.

- ENQUIRIES** : Ms N Ngongoma Tel No: 031 2401063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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.
- CLOSING DATE** : 03 February 2023
- POST 02/233** : **PROFESSIONAL NURSE SPECIALTY NURSING MATERNITY DEPARTMENT: OBSTETRICS AND GYNAECOLOGY REF NO: PN SPEC 3/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 - R464 466 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R492 756 - R606 042 per annum. Other Benefits: 13th cheque, medical aid (optional), 8 % rural allowance, and housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Senior certificate (Grade 12). Registration with South African Nursing Council as a General Nurse. A post basic qualification in Advanced Midwifery and Neonatal Science. Diploma in Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council. Experience **Grade 1**: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. Experience **Grade 2**: Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in Advanced Midwifery and Neonatal Nursing Science. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1- year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, skills, training and competencies required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and

ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating. Knowledge and experience in implementation of Batho Pele principles, patient's right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

DUTIES : Coordination of optical, holistic specialized nursing care provided within set standards and Professional/ legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Compile monthly and quarterly report. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

ENQUIRIES : Nursing Manager: Mr Mt Dube Tel No: 035-4734500
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 03 February 2023

POST 02/234 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE**
NDLANGUBO CLINIC REF NO: CNP NDL 6/2023 (X2 POSTS)

SALARY : Grade 1: R400 644 - R464 466 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
 Grade 2: R492 756 - R606 042 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements

CENTRE : Eshowe District Hospital

REQUIREMENTS

: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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)

ENQUIRIES

: Nursing Manager - Mr MT Dube Tel No: (035) 473 4500

APPLICATIONS

: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Mrs GZ Dube: Human Resource Manager

**FOR ATTENTION
NOTE**

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 03 February 2023

POST 02/235 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE GATEWAY**
CLINIC REF NO: CNP GW 7/2023 (X1 POST)

SALARY : Grade 1: R400 644 - R464 466 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R492 756 - R606 042 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Eshowe District Hospital
: Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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)

ENQUIRIES APPLICATIONS : Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION NOTE : Mrs GZ Dube: Human Resource Manager
: 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. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment

history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 03 February 2023
- POST 02/236** : **PROFESSIONAL NURSE- SPECIALTY (OPERATING THEATRE NURSING SCIENCE) REF NO: GS 4/23 (X1 POST)**
Component: Nursing
- SALARY** : Grade 1: R400 644 per annum, plus 13th cheque, medical- aid (optional), Housing Allowance
Grade 2: R492 756 per annum, plus 13th cheque, medical- aid (optional), Housing Allowance
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Grade 12 Certificate Degree / Diploma in General Nursing One Year Post Basic Qualification in Operating Theatre 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 Critical Care Nursing Science Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department **Grade 1:** (employees must meet the prescribed requirement) Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing **Grade 2:** (employees must meet the prescribed requirement), medical Aid Optional Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving, 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.
- DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
- ENQUIRIES APPLICATIONS** : Mr FS Matibela Tel No: 033-897 3331
- FOR ATTENTION NOTE** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs M Chandulal
Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum vitae only. The Employment Equity Target for this post is: African Male, African Female, Coloured Male
- CLOSING DATE** : 03 February 2023

<u>POST 02/237</u>	:	<u>CLINICAL LECTURER REF NO: ADD CAMP 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R642 942 per annum Other Benefits: 13 Cheque, Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Addington Campus Senior Certificate/Grade 12 PLUS, A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Current Registration 2023 with the South African Nursing Council (SANC) as a General Nurse, Midwife/ Accoucheur, and Community Nurse, A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS, A post registration qualification in Midwifery Nursing Science PLUS, Grade 1: A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional nurse with the South African Nursing Council. Grade 2: A minimum of fourteen (14) years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/ or Nursing Education after obtaining the 1 year post qualification in possession of an unendorsed valid RSA Drivers licence (EB) Recommendation: Computer Literate Knowledge, Skills, Training And Competencies Required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor an effective and efficient Clinical training system, and such the ideal candidate must: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education Possess sound knowledge and understanding of nursing code of ethics and professional practice , Possess in-depth knowledge of teaching and clinical approaches, Have good research and analytical skills, Competence in conflict management and problem solving skills, Possess good communication and interpersonal skills, Willingness to travel.
<u>DUTIES</u>	:	Provide effective and efficient clinical training of nurse learners. Develop/ design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of nurse learners between the Campus and clinical area. Implement assessment strategies to determine nurse learner's competencies. Exercise control over nurse learners. Implement the quality management system for the Nursing Education Institution.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TP Skakane-Masango Tel No: 031-3272056/7/9 Completed applications to be hand delivered to: Attention: The Registrar Academic or Post: PO Box 977 Addington Campus Durban 16 Erskine Terrace 4000 South Beach, Durban, 4001
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – www.kznhealth.gov.za . The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number ADD CAMP 01/2023, Faxed and emailed applications will not be accepted, Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. 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 Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC). Failure to comply will result in the application not being considered.
<u>CLOSING DATE</u>	:	03 February 2023

<u>POST 02/238</u>	:	<u>LECTURER (ADVANCED DIPLOMA IN MIDWIFERY: R.1497) REF NO: ADD CAMP 02/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R400 644 – R464 466 per annum Grade 2: R492 756 – R642 942 per annum Other Benefits: 13 Cheque, Medical aid (Optional), Homeowners allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Addington Campus Senior Certificate/Grade 12 Plus, A Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Current Registration 2023 with the South African Nursing Council (SANC) as a General Nurse, Midwife/ Accoucheur, and Community Nurse, A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS, A post registration qualification in Midwifery Nursing Science PLUS, Grade 1: A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional nurse with the South African Nursing Council. Grade 2: A minimum of fourteen (14) years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/ or Nursing Education after obtaining the 1 year post qualification in possession of an unendorsed valid RSA Drivers licence (EB) Recommendation: Computer Literate, Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science (R.212), A minimum of six months clinical experience in Midwifery/ maternity department, Master's Degree. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Principal of the Campus and will be responsible to coordinate, implement and monitor an effective and efficient Clinical training system, and such the ideal candidate must: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education Possess sound knowledge and understanding of nursing code of ethics and professional practice , Possess in-depth knowledge of teaching and clinical approaches, Have good research and analytical skills, Competence in conflict management and problem solving skills, Possess good communication and interpersonal skills, Willingness to travel.
<u>DUTIES</u>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Coordinate the implementation of R.1497 programme (Advanced Diploma in Midwifery) including teaching and learning and assessment of R171 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with 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. Exercise control over students.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. TP Skakane-Masango Tel No: 031-3272056/7/9 Completed applications to be hand delivered to: attention: The Registrar Academic or Post: PO Box 977, Addington Campus Durban 16 Erskine Terrace 4000 South Beach, Durban 4001
<u>NOTE</u>	:	Directions to candidates: The following documents must be submitted: Complete the most recent Z83 application form for employment obtainable from all Public Service Departments or from website – www.kznhealth.gov.za . The Z83 must be completed in full in a manner that allows a selection committee to assess the quality of the applicant. A detailed Curriculum Vitae (CV), The Reference number must be indicated in the column provided on the form Z83 e.g. ref number ADD CAMP 02/2023, Faxed and emailed applications will not be accepted, Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed CV. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please Note that communication will only be entered into with candidates that

have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. 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 Education qualifications by SAQA, verification of previous experience for employers and verification from the Company Intellectual Property Commission (CIPC). Failure to comply will result in the application not being considered.

- CLOSING DATE** : 03 February 2023
- POST 02/239** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE MOBILE SERVICES REF NO: CNP MOBILE 4/2023 (X2 POSTS)**
- SALARY** : Grade 1: R400 644 - R464 466 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R492 756 - R606 042 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital
: Grade 12/standard 10, Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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).
- ENQUIRIES APPLICATIONS** : Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
: 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. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted

candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

- CLOSING DATE** : 03 February 2023
- POST 02/240** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE EKUPHUMULENI CLINIC REF NO: CNP EKUP 5/2023 (X2 POSTS)**
- SALARY** : Grade 1: R400 644 - R464 466 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
Grade 2: R492 756 - R606 092 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Eshowe District Hospital
: Grade 12/Standard 10, Basic R425 qualification i.e. Degree/Diploma in General Nursing. Minimum of four years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC. Post Basic qualification with duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). Experience **Grade 1**: minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing OR advance midwifery). Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Experience **Grade 2**: minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele. Interpersonal skills, negotiating conflict handling and counseling skills. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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)
- ENQUIRIES** : Nursing Manager - Mr MT Dube Tel No: (035) 473 4500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815.

**FOR ATTENTION
NOTE**

Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Mrs GZ Dube: Human Resource Manager

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. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

03 February 2023

POST 02/241

PROFESSIONAL NURSE SPECIALTY ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: APP/01/2023 (X1 POST)

SALARY

R400 644 - R492 756 per annum. Benefit: Housing allowance, 13th cheque, Medical Aid (Optional), Operational and 8% Rural Allowance.

**CENTRE
REQUIREMENTS**

Appelsbosch Hospital (General Ward)
Grade 12 or equivalent qualification, Degree/ National Diploma in general Nursing Midwifery, You must be in possession of current registration with SANC (2023) as a Professional nurse and midwifery A post-basic nursing qualification, with a duration of at least 1 year accredited with SANC in Midwifery and Neonatal Nursing Science, A minimum of 4 years appropriate/ recognizable experience after registration with SANC as a general nurse and midwife. Certificate of service endorsed by HR. (only shortlisted candidate will submit the required certified documents) Recommendations Diploma/ Degree in nursing management. A valid Driver's License Knowledge, Skills, Training, Competencies Required: demonstrates an understanding of nursing legislation and related and ethical nursing practice. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant facility Demonstrate effective communication with patients, supervisor and other clinicians include writing. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse culture, racial or religious differences. Be able to plan and organize own work and that support personnel to ensure proper nursing care. Computer literacy Certificate.

DUTIES

Implementation of maternal, neonatal and child health care programmers, Implement standards practices and indication for maternal services. Strengthen Reproductive health and postnatal services. Support mother baby friendly initiatives. Participate in PPIP programs and data management and ensure timeous submission to FIO. Ensure proper utilization or resources in the unit Implementation of ESMOE and CARMMA elements Implementation of EMTCT and its management Ensure implementation of neonatal EPOC.

**ENQUIRIES
APPLICATIONS**

Mr. S.M Ntuli Nursing Manager: Tel No: 032 2948000

Should be forwarded to: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242.

**FOR ATTENTION
CLOSING DATE**

Human Resource Manager

03 February 2023

POST 02/242 : **PROFESSIONAL NURSE SPECIALTY THAETRE REF NO: APP/02/2023 (X1 POST)**

SALARY : R400 644 - R492 756 per annum. Benefit: Housing allowance, 13th Cheque, Medical Aid (Optional), Operational and 8% Rural Allowance.

CENTRE REQUIREMENTS : Appelsbosch Hospital
: Senior Certificate (grade 12) or equivalent qualification Diploma/ Degree in General Nursing Midwifery. You must be in possession of current registration with SANC (2023) as a Professional nurse and midwifery, a post-basic nursing qualification, in Operating Theatre Nursing Science with duration of at least 1 year accredited with SANC, A minimum of 4 years appropriate/ recognizable experience after registration with SANC as a general nurse and midwife. Certificate of service endorsed by Human Resource, Diploma/ Degree in nursing management Driver's License (only shortlisted candidate will submit the required certified documents) Knowledge, Skills, Training, Competencies Required Demonstrate an understanding of nursing legislation and related and ethical nursing practice. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant facility. Demonstrate effective communication with patients, supervisor and other clinicians include writing. Work as part of multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse culture, racial or religious differences. Be able to plan and organize own work and that support personnel to ensure proper nursing care. Ability to prioritize issues and other work related matter and to comply with time frames. High level of accuracy Computer literacy Certificate.

DUTIES : Participate in the staff development using EPMSD system and other stakeholders. Strengthen ethics and professionalism. Co-ordinate clinical activities of the unit, Participate in the nursing audits and maintains accurate nursing records Participate in the formulation analysis, implementation and monitoring of unit objectives, policies and procedures. Display the concern for the patients, promoting advocating and facilitating proper treatment and care. Ensure that equipment and machinery is available and functional at all time. Render an optimal specialized nursing care to patients as member of the multidisciplinary team. Provide safe and therapeutic environment for patients and the staff and public.

ENQUIRIES APPLICATIONS : Deputy Manager Nursing Mr SM Ntuli –Tel No: 032 2948000
: Applications should be forwarded to: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242.

FOR ATTENTION : Human Resource Manager:

NOTE : Equity Target: African Male

CLOSING DATE : 03 February 2023

POST 02/243 : **PROFESSIONAL NURSE SPECIALTY REF NO: APP/04/2023 (X1 POST)**

SALARY : R400 644 - R492 756 per annum. Other Benefits: 13TH Cheque, 8% in hospitable rural allowance, Medical Aid (Optional) Housing Allowance (employee must meet Requirements)

CENTRE REQUIREMENTS : Appelsbosch Hospital
: Senior Certificate (grade 12) or equivalent. National Diploma/Degree in nursing qualification, with a duration of at least 1 (one) year accredited with SANC in child Nursing Science. Current SANC receipt (2023). When shortlisted you are to submit current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of service). Applicant must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when shortlisted. Grade 01: A minimum of 4(four) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least one (01) year of period referred to above must be appropriate/ recognizable experience after obtaining one (1) year post basic qualification in Child Nursing Science. (Only shortlisted candidate will submit the required certified documents) Knowledge, Skills, Training and Competencies Required: Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals.

- Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relation and disciplinary procedures, Basic understanding of HR and Financial policies and practices. Planning, Organizing, Leading, Controlling, Delegation, Supervisory, Communication, motivation, Decision- Making, Problem-Solving, Disciplinary and co-ordination skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards a professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and public. To provide a comprehensive quality nursing care as a member of the unit-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e., work, book, and handover rounds. To liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e., during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintaining professional growth/ ethical standards and self-development.
- ENQUIRIES** : Deputy Manager Nursing Mr SM Ntuli Tel No: 032 2948000
- APPLICATIONS** : Should be forwarded to: The Chief Executive Officer, P/Bag X215, Ozwathini, 3242.
- FOR ATTENTION** : Human Resource Manager:
- CLOSING DATE** : 03 February 2023
- NOTE** : Equity Target: African Male
- POST 02/244** : **PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)-CHILD NURSING/PAEDIATRICS REF NO: PNSPEC /PAEDS/1/2023**
Department:-Paediatric ward
This is a re-advertisement. Those who applied previously should re-apply
- SALARY** : Grade 1: R400 644 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R492 756 per annum, plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : R425 Degree/Diploma in Nursing or equivalent that allows for registration with the SANC as a Professional Nurse and 1-year post basic qualification in Paediatric/Child Nursing Science. Current registration with SANC as Professional Nurse and Paediatric/Child Nurse Specialist. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in a Paediatric unit after obtaining the 1 year post basic qualification in Child/Paediatric Nursing. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate knowledge of National core Standards and OHSC norms and standards. Demonstrate knowledge in Make me Look like a Hospital Initiatives. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Be familiar with all healthcare programs aimed at improving health outcome of paediatric patients. Good human relations, displaying a concern for patients, promoting and advocating proper treatment and care including a willingness to respond to patient's needs, requirements and expectations (Batho- Pele principles and Patients' Rights Charter). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing

standards determined by all nursing and healthcare related prescripts. Implementation of programs that promote positive patient outcomes. Ensure data and information management systems are implemented and adhered to. Internal rotation of staff within the relevant specialty will be exercised. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Participates in all programs of the unit to improve quality of patient care; quality, IPC, Health and safety, health-awareness days. Performance of duties within departmental budget.

**ENQUIRIES
APPLICATIONS**

: Ms N Ngongoma Tel No: 031 2401063
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Inkosi Albert Luthuli Central Hospital, Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. 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

CLOSING DATE

: 03 February 2023

POST 02/245

: **CLINICAL NURSE PRACTITIONER REF NO SMH 01/2023**
 Directorate: SMCHC

SALARY

: Grade1: R400 644 – R464 466 per annum, plus 12% Rural allowance
 Grade 2: R492 756 - R606 042 per annum, plus 12% Rural allowance
 Plus 13th cheque, Medical Aid (optional).Housing/Home Owners allowance if employee meets prescribed benefits

**CENTRE
REQUIREMENTS**

: St Margaret's Community Health Centre UMzimkhulu 3297
 : **Grade 1:** A minimum of four years appropriate/ recognisable nursing experience after registrations as a professional nurse with the SANC in General Nursing. Grade 12 (Senior Certificate) Standard 10/ or (Vocational National Certificate) plus., Degree or 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 2023 as a General Nurse and Primary Health Care. **Grade 2:** Grade 12 (Senior Certificate) Standard 10/ or (Vocational National Certificate) plus A minimum of 14 years appropriate/ recognisable nursing experience 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 after obtaining the one year post basic qualification in the relevant speciality. 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 2023 as General Nurse and Primary Health Care Plus .Health Care. Knowledge, Skills, Training And Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act .Batho Pele Principles, Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making, and problem

solving, conflict handling and counselling. Good listening and communication skills .Co-ordination and planning skills .Team building skills and supervisory skills. Good Interpersonal relation skills. Good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

: Provide administrative services: plan and organize the clinic, ensure completion of statistics, ensure ordering and control of medication. Ensure implementation of the 90 90 90 strategy in all aspects of all programs especially HIV/Aids and TB. Provision of educational services: in service training, personnel development, health education to patients. Provision of clinical services: initiate treatment and implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultations sessions. Function as a member of the therapeutic team .Continues evaluation of nursing care and nursing service. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the operational Manager or Deputy Nursing manager. Ensure implementation of the National core standards for quality health/ ideal CHC standards.

ENQUIRIES

: All enquiries must be directed to Mr. Adonis: Deputy Manager Nursing Tel No: 039 2599 222.

APPLICATIONS

: Applications must be directed St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 OR Hand delivered to: St Margaret's CHC, Clydesdale location, UMzimkhulu, 3297.

FOR ATTENTION NOTE

: Mr. TL Nzimande: Human Resource Manager
 : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Note: Applicants are NOT required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMH 01/2023. 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, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

CLOSING DATE

: 10 February 2023

POST 02/246

: **CLINICAL NURSE PRACTITIONER REF NO: POM 01/2023**

SALARY

: Grade 1: R4000 647 - R450 939 per annum
 Grade 2: R478 404 - R588 399 per annum
 Other benefits: 13th Cheque. Medical aid (Optional). Home Owner`s allowance: Employee must meet prescribed requirements.

CENTRE REQUIREMENTS

: Pomeroy CHC (Qinelani Clinic)
 : **Grade 1:** Senior Certificate (Grade 12) Standard 10.Degree/ Diploma in General Nursing Science & Midwifery plus 1 year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current Registration with the SANC as a General, Midwifery and Primary Health care nurse 2023, a Minimum of 4 years appropriate / recognizable experience after registration as a professional Nurse of which at least 1 year must be appropriate/recognizable PHC experience after Obtaining a one post basic qualification in Primary Health Care. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. **Grade 2:** Senior certificate (Grade 12) / Standard 10 Degree/ Diploma in General Nursing Science & Midwifery plus 1 year. Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).Current Registration with the SANC as a Genera, Midwifery and Primary Health Care nurse 2023.A minimum of 14 years

appropriate / recognizable experience after registration as a Professional nurse of which at least 10 years must be appropriate/recognizable PHC experience after Obtaining a one year post basic qualification in Primary Health Care. Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Knowledge; Skills; Training and Competencies Required: Sound knowledge of all legislation and regulation application to Nursing and Health Services. Sound knowledge of discipline processes and grievance procedures. Leadership, organizational, decision making, counselling and conflict management skills. Good interpersonal relationship. Knowledge of nursing care processes and procedures. Demonstrate good and effective communication skills Team building, planning and supervisory skills Recommendation: Knowledge of NIMART, TB and HIV/AIDS. Computer literacy. BANC training.

DUTIES : Provide quality comprehensive Primary Health care by promoting preventive, curative and rehabilitative services for the clients and community. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant women accessing care to the facility. Participate in Quality Improvement Program implementation in line with Norms and Standards. Proper utilization and safeguarding of all allocated resources to meet Departmental targets as per strategic plans. Compile daily statistics, analyze and submit monthly reports timeously as required. Able to plan and organize own work and that of support personnel to ensure continuity of care. Assess, diagnose, treat and dispense according to guidelines and protocols. Implement referral system to the CHC and next level of care. Design and monitor the defaulter tracing mechanism. Work as part of multidisciplinary team to ensure coordinated work with Mobile Services, WBPHCOT, School Health and Sukuma Sakhe. Contribute to the realization of Sustainable Development Goals. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirement and expectations.

ENQUIRIES : Ms. TM Khoza Tel No: (034) 662 3320
APPLICATIONS : All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020. OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource/certified of service 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. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 01/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
CLOSING DATE : 03 February 2023

POST 02/247 : **CLINICAL NURSE PRACTITIONER REF NO: POM 12/2022**

SALARY : Grade 1: R400 647 - R450 939 per annum
 Grade 2: R588 399 - R478 404 per annum
 Other benefits: 13th Cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.

CENTRE : Pomeroy CHC (HAST Unit)
REQUIREMENTS : **Grade 1:** Grade 12 (senior certificate)/ Standard 10 .Degree/ Diploma in General Nursing Science & Midwifery plus 1 year Post basic qualification in

primary health care (Clinical Nursing Science, Health assessment and care). Current Registration with the SANC as a General and Primary Health Care Nurse 2022. A minimum of 4 years appropriate / recognizable experience after registration as a Professional Nurse of which at least 1 year must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Only shortlisted candidates will submit **Grade 2:** Grade 12 (senior certificate)/ Standard 10. Degree/ Diploma in General Nursing Science & Midwifery plus 1 year Post basic qualification in primary health care (Clinical Nursing Science, Health Assessment and Care). Current Registration with the SANC as a General and Primary Health Care Nurse 2022. A minimum of 14 years appropriate / recognizable experience after registration as a Professional nurse of which at least 10 years must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Only shortlisted candidates will submit proof of experience. Knowledge; Skills; Training and Competencies Required: Sound knowledge of all legislation and regulation application to the health services and Nursing status. Sound knowledge of discipline processes and grievance procedures. Leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Knowledge of nursing care processes and procedures. Demonstrate good and effective communication skills. Recommendation: Diploma in HIV/Aids Management/NIMAART Trained.

DUTIES

: Provide comprehensive Primary Health Care Package i.e. promotive, preventative, curative and rehabilitative services for the male clients at large. Screen, stream and treat male clients accordingly for STI and other communicable disease, recruit males for MMC. Initiate males on ART and TB treatment as well as treat them for non-communicable diseases. Conduct monthly follow up visits until stable. Take bloods as per schedule, interpreted findings and provide appropriate intervention. Screen for sexual reproductive health e.g. infertility and impotence. Screen and investigate for prostate cancer. Provide HIV Testing Services in male clients. Take blood as per schedule interpreted findings and provide a comprehensive nursing for clients. Ensure proper record keeping of intervention. Participate during out-reach activities.eg Isibaya Samadoda Responsible for all HIV/AIDS and TB related activities that will contribute in the elimination or curbing the spread of STI/HIV/TB. Responsible for Gender based violence as well as well as non-communicable diseases that affect the males e.g. cancer, stroke and depression and gender violence associated with alcohol and psycho-social disorders in male clients. Condom distribution to prevent STI's and HIV/AIDS. Conduct promotion of Men's health in the community through Isibaya Samadoda or Ikhosomba Lamajita. Market or recruit for family planning e.g. vasectomy. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical equipment. Ensure smooth running of the Men's Health Programme to achieve the desired results and minimize complications and preventable deaths timeously. Expected to compile daily and monthly statistics and submit to Operational Manager timeously and submit reports to the district office. Treat for sexually transmitted infections (Male Urethritis Syndrome, STI Treated New episode)

ENQUIRIES
APPLICATIONS

: Ms. SV Khoza Tel No: (034) 662 3319
: All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 OR Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.

NOTE

: The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents and proof of current and previous work experience endorsed and stamped by human resource / certificate of service 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. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 12/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State

Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).
03 February 2023

CLOSING DATE

:

POST 02/248

:

PROFESSIONAL NURSE (SPECIALTY) (ADVANCED MIDWIFERY) REF NO: NMH/PN/02/2022 (X1 POST)

SALARY

:

Grade 1: R400 644 – R464 466 per annum. Benefits: 13th Cheque, 8% rural allowance medical- aid (optional), Housing Allowance
Grade 2: R492 756 - R606 042 per annum. Benefits: 13th Cheque, 8% rural allowance Housing Allowance

CENTRE

:

Niemeyer Memorial Hospital

REQUIREMENTS

:

Grade 1: (Employees must meet the prescribed requirements) 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 Child Nursing Science. **Grade 2:** (Employees must meet the prescribed requirements), medical aid (optional). Experience: 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 to above must be appropriate/recognizable experience in a specialty after obtaining one year post basic qualification in the relevant specialty. 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 Midwifery (Advanced midwifery). Current registration with South African Nursing Council as a Professional Nurse (2022 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 including public relation, negotiating, conflict handling and counselling skills. Computer skills in basic programs. Leadership ,organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy frame work Insights into procedures and policies pertaining to nursing care. Financial and budgetary knowledge pertaining to the relevant resources under management. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing acts, occupational health and safety acts, patients' rights charter, Batho Pele principles, public service regulations, labour relations acts, disciplinary codes and procedures grievance procedure.

DUTIES

:

Implement the activities that are aimed at the reduction of infant under than five and maternal mortality. Implement activities aimed at the improvement of 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; KINC; Helping babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Manage the utilization and supervisory of resources Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. ideal hospital realization and maintenance (HRM) and Norms and standards (N&S). Maintain a constructive working with the multi-disciplinary team member. Provide effective support to Nursing services e.g. assist with the relief duties to nursing management. Instill discipline, professionalism and work ethics among employees.

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

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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/PHC2/2022) 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). Equity Target: African Male.

- CLOSING DATE** : 07 February 2023
- POST 02/249** : **PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: NMH/THRT/2022 (X1 POST)**
- SALARY** : Grade 1: R400 644 – R464 466 per annum, Rural allowance 8%
Grade 2: R492 756 - R606 042 per annum, Rural allowance 8%
- CENTRE** : Niemeyer Memorial Hospital
- REQUIREMENTS** : **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 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 to above must be appropriate/recognizable experience in a specialty. Std 10 or Grade 12 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 (2022 SANC receipt) minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Proof of current and previous work experience endorsed and stamped by Human Resources. Knowledge, Skills, Training And Competences 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.
- DUTIES** : 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, Ensure 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.
- ENQUIRIES** : Mrs. GN Nkosi 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>	:	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/PHC2/2022) 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). Equity Target: African Male.
<u>CLOSING DATE</u>	:	07 February 2023
<u>POST 02/250</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: EDU 12/2022 (X2 POSTS)</u> Component: Lunenburg Clinic
<u>SALARY</u>	:	Grade 1: R400 644 - R464 466 per annum Grade 2: R492756 - R606 042 per annum Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13 th Cheque and 12% rural allowance
<u>CENTRE REQUIREMENTS</u>	:	Edumbe CHC An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2022. Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act, Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment .Report writing skill.
<u>DUTIES</u>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<u>ENQUIRIES</u>	:	Mrs LT Msibi Tel No: (034) 995 8500 EXT 8528

- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street, Paulpietersburg, 3180, HR office No: 46
- FOR ATTENTION NOTE** : Mrs EP Mdlalose
: 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 (Form Z83), which is obtainable at any Government Department or from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 03 February 2023
- CLOSING DATE** : 03 February 2023
- POST 02/251** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EDU 13/2022 (X2 POSTS)**
Component: Princess Mhlosheni Clinic
- SALARY** : Grade 1: R400 644 - R464 466 per annum
Grade 2: R492 756 - R606 042 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE REQUIREMENTS** : Edumbe CHC
: An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2022. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment .Report writing skill.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior

colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES
APPLICATIONS**

: Mrs LT Msibi Tel No: (034) 995 8500 EXT 8528
: All applications should be forwarded to: Assistant Director: HRM, Private Bag X 322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street, Paulpietersburg, 3180, HR office No: 46

**FOR ATTENTION
NOTE**

: Mrs EP Mdlalose
: 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 (Form Z83), which is obtainable at any Government Department or from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 03 February 2023

CLOSING DATE

:

POST 02/252

:

ASSISTANT DIRECTOR: SYSTEMS REF NO: AD:SYS/KCHC/02/2022 (X1 POST)

SALARY

:

R393 711 – R463 764 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the Requirements), Home owners allowance (employee must meet Prescribed requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENT**

:
:

Kwamashu Community Health Centre
An appropriate Bachelor's Degree or National Diploma in Public Management/ Administration as recognised by SAQA, plus 3 to 5 years Supervisory experience in Systems Management. Current and previous work experience endorsed and stamped by the Human Resource Department (Submit proof when shortlisted). Recommendation: Computer Literacy and a valid driver's license. Knowledge, Skills, Training and Competence Require: Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patient Fees manual. Sound Management, negotiation, inter-personal, decision making and problem solving skills. Working knowledge of the Basic Accounting Systems (BAS). Understanding of Information Technology and IT systems. Good verbal and written communication skills. Computer Literacy in MS Word and Excel. Ability to handle sensitive financial information in strictest confidence. Experience in budgeting, financial planning and analysis.

DUTIES

:

Mange and co-ordinate the following areas to ensure optimal usage and cost effective ness, cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping, laundry, transport, switchboard, and administrative services. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreement. Ensure compliance with Health Safety and Disaster

Management requirements by all staff members. Ensure that standby and emergency facilities are properly maintained. Ensure compliance with all statutory regulations and by laws. Contribute as a member of a multi-disciplinary management team towards the effective management of the CHC & Clinics.

**ENQUIRIES
APPLICATIONS**

: Mrs. NJ Mdimma-Masondo Tel No: 031 504 8054
 : 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. OMN/LIND/01/2022. 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

: 03 February 2023

POST 02/253

: **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (X1 POST)**

SALARY

: R393 711 – R463 464 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements

**CENTRE
REQUIREMENTS**

: East Boom CHC
 : National senior certificate / Grade 12, An appropriate Degree/Advance Diploma in Financial management, Accounting field, 3-5 years supervisory experience in Finance Management, Computer literacy(MS Word, Excel, Power point, Outlook), Proof of current and previous experience in Finance Management endorsed by Human Resource Office, Unendorsed valid code B driver's licence (Code 8) Knowledge, Skills, Trainings And Competencies Required For The Post: Possesses thorough knowledge of laws, regulations, policies, instructions and practices notes, Public Finance Management Act, treasury guidelines, possesses in depth knowledge of budget procedures and BAS, have ability to perform independently and under pressure, have good communication and intrapersonal relations, Be computer literate with a proficiency in Excel and PowerPoint software applications, possesses knowledge of human resource management policies, Have planning, organizing, analytical thinking and presentation skills, Be able to develop/implement policies and financial practices, Possesses knowledge of procurement procedures and directives.

DUTIES

: The implementation of sound financial management controls, Provide CEO with the financial information that is accurate, concise and reliable to facilitate effective decision making, Provide CEO and management with strategic directions on all aspects of finance management, Promote use of information

technology and management information systems to enhance service delivery and cost effectiveness, Preparation and motivation for Medium Term Expenditure Framework Budget, Exercise overall control of budget and expenditure of the institution as a Responsibility Manager in line with PFMA, Exercise management and leadership over areas allocated, Evaluate the effectiveness of business processes to achieve cost saving and other efficiencies, Ensure that the institution remain within its cash flow, Ensure effective and timely financial reporting, Analyse, audit interpret and consolidate financial data as contained in books for financial year in accordance with procedure, Maintain adequate availability and efficient utilization of staff in Finance and SCM, Develop and customize guidelines for outsourcing non-core facility functions and train line Managers on these guidelines and their implementation.

ENQUIRIES : Dr S Chetty Tel No: 033 264 4903
APPLICATIONS : Applications to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg, 3201
FOR ATTENTION : Human Resource Practices
NOTE : Target group for this post is an African Male
CLOSING DATE : 03 February 2023

POST 02/254 : **ASSISTANT DIRECTOR: SYSTEMS REF NO: PCHC 01/2023 (X1 POST)**

SALARY : R393 711 per annum. Benefits: 13th Cheque, Home Owner Allowance, and Medical Aid optional (Employee must meet prescribed policy requirements)

CENTRE : KZN Health -Phoenix Community Health Centre
REQUIREMENTS : Matric/Senior certificate/Grade12. Bachelor's Degree/Diploma in Public Management or Administration, 5 years' experience in systems environment of which 3years must supervisory experience in Systems management. Certificate of service of previous and current experience obtained and endorsed by Human Resource Department. Recommendation: Valid driver's licence, Advance computer knowledge and ability to use Microsoft Programmes. Knowledge, Skills, training and Competencies Required: Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patience Fees Manual. Sound Management, negotiation, inter-personal, decision making and problem solving skills, Working knowledge of the Basic Accounting Systems (BAS). Understanding of Information Technology and IT systems. Good verbal and communication skills, reporting skills, Computer literacy in MS Word and Excel. Ability to handle sensitive financial information in strictest confidence. Experience in budgeting, financial planning and analysis. Ability to multi-task and manage change with good time management skills. Policy formulation and analysis. Knowledge of PFMA and Treasury Regulations. Sound analytical and communication skills. Strong leadership and supervisory skills. Batho Pele principles and patients Right Charter, Labour Relations Act, Grievance procedure etc. Team building and good interpersonal relationship skills. Ability to work under pressure and meet demands of short timelines.

DUTIES : Manage day to day functioning of systems unit at the clinic. Manage and coordinate the following areas to ensure optimal usage and cost effectiveness: cleaning services, maintenance services, gardening services, housekeeping, laundry services, transport services, switchboard, registry, security services, waste management services, health and safety and administrative services at the Community Health Centre and PHC Clinic. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Manage and supervise Human Resources under the systems component and ensure compliance with the Employee Performance Management and Development Systems (EPMDS). Develop, implement and monitor effective policies, protocols and practices. Oversee the provisioning of all hotel services provided by private companies to ensure compliance with service level agreements. Ensure compliance with Health & Safety and Disaster Management requirements by all staff members. Ensure that standby and emergency facilities are properly maintained. Ensure compliance with all statutory regulations and by laws. Contribute as a member

of a multidisciplinary management team towards the effective management of the CHC.

- ENQUIRIES** : Dr. B.C.Badripersad (Chief Executive Officer) Tel No: 031-538 0806
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300
- FOR ATTENTION** : Mr V.S Mtshali
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Certified copies of ID document and Comprehensive CV with all the details needed for shortlisting. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents which may be submitted to HR on or before the day of the interview. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 04/2022. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply
- CLOSING DATE** : 03 February 2023
- POST 02/255** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT & PLANNING REF NO: PMMH/HRD/2/10/22**
- SALARY** : R393 711 – R463 764.per annum (Level 09). Other Benefits: 13th Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Qualification: A National Diploma/Degree as recognised by SAQA in Human Resource Management/ Public Administration/ Public Management Experience: 3-5 years administrative/ clerical functional experience doing human resource development and planning services Other Requirements And Recommendations Valid EB Driver's License (Code 8) Certified certificates: "Introduction to PERSAL" and "MS: Word/ Excel/ Outlook". Knowledge, Skills And Competencies Required Sound knowledge of HR prescripts, policies and procedures. Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and application thereof. Communication and interpersonal skills is a necessity. Leadership skills. Sound organizing, planning and problem solving skills. Conflict Resolution and Negotiating skills. Ability to train and develop staff with procedures and policies.
- DUTIES** : Ensure the effective, efficient and economical management of allocated resources of the HRD&P component. Develop and facilitate the implementation of human resource development strategy and plans. Provide and facilitate training and development programmes (i.e. training, bursaries, internship and learnership). Develop and implement the workplace skills plan. Conduct departmental Skills audit and training needs assessments. Assist with implementation and review of the quality assurance system in accordance to the relevant legislation. Direct the implementation of the approved training plan. Manage the implementation of the HRD programmes such as training courses, bursary scheme, internship, learnership and induction. Monitor and evaluate the implementation of the individual performance management and development system, measure compliance in terms of policies and information processes. Provide input in development of HRD policy and strategy, analyse human resources development trends. Provide coordination and implementation of performance management systems (EPMDS). Coordinate, develop and monitor the implementation of HR strategy and plan. Coordinate, develop and monitor the implementation of Employment Equity Plan. The promotion, facilitation and implementation of occupational health, safety and environment management strategies and programmes. Management of all Human, Financial and other resources of the unit.
- ENQUIRIES** : Ms V.B Ngcobo (HR Manager) Tel No: 031-907 8308
- APPLICATIONS** : should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060
- FOR ATTENTION** : Mrs J Murugan
- NOTE** : NB: Please note that due to financial constraints, there will be no payment of S&T Claims. 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 03 February 2023

CLOSING DATE

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POST 02/256

:

**ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT
REF NO: PMMH/AD/SCM/1/12/22**

Sub-Component: Supply Chain Management

SALARY

:

R393 711 – R463 764 per annum (Level 09). Other Benefits: 13th Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply)

REQUIREMENTS

:

Qualification: Degree/Advanced Diploma at NQF level 7 as recognized by SAQA in Supply Chain and Asset management field. Experience: 3-5 years supervisory experience in a supply chain and asset management division. Other Requirements And Recommendations Valid EB Driver's License (Code 8) Knowledge, Skills And Competencies Required Knowledge and application of Public Finance Management Act and Treasury Regulations Knowledge and application of all SCM prescripts applicable to your work environment Knowledge and application of Human Resources Management prescripts applicable to your work environment Advanced skills in MS Office suite Project Management Skills will serve as an added advantage Public Finance Management Act Treasury Regulations and Practice Notes.

DUTIES

:

Manage, evaluate and direct performance of supply chain and asset management. Ensure compliance with Departmental SCM and Asset Management Policy Framework, Practice Notes and Treasury Regulations Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Hospital Annual Procurement Plan. Prepare and analyze monthly reports related to Supply Chain and Asset Management. Provide advice, guidance and input to policy. Consult with stakeholders and identify shortcomings in policies and legislation to relevant forums Ensure the effective, efficient and economical management of allocated resources of the Division Manage the human resources Manage the allocated assets Provide training, advice and guidance to staff Manage EPMDS Manage potential risks and mitigation strategies Manage the implementation of the standardized inter control measures. Encourage compliance to Auditor General Requirements.

ENQUIRIES

:

Mr CD Zuma Tel No: 031-907 8311

APPLICATIONS

:

All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07 Mobeni; 4060

FOR ATTENTION

:

Mrs J Murugan

NOTE

:

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

CLOSING DATE

:

03 February 2023

POST 02/257

:

**ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO:
PMMH/AD/MAS/1/12/22**

Sub-Component: Management & Accounting Services

SALARY

:

R393 711 – R463 764 per annum (Level 09). Other Benefits: 13th Cheque (conditions apply) Medical Aid (Optional) Home Owner Allowance (conditions apply)

REQUIREMENTS

:

Qualification: Degree/Advanced Diploma at NQF level 7 as recognized by SAQA in Finance/ Cost Accounting. Experience: 3-5 years supervisory experience in Financial Management/Accounting division. Other Requirements And Recommendations Valid EB Driver's License (Code 8) Knowledge, Skills And Competencies Required Knowledge and application of Public Finance Management Act and Treasury Regulations Knowledge and application of all SCM prescripts applicable to your work environment Knowledge and

application of Human Resources Management prescripts applicable to your work environment Advanced skills in MS Office suite Working Experience on Basic Accounting System (BAS) Project Management Skills will serve as an added advantage.

- DUTIES** : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Manage the operational processes, resources and procedures associated with the management accounting functions. Provide advice, guidance and input to policy. Ensure the effective, efficient and economical management of allocated resources of the Division Responsible for effective and efficient management accounting (Budget & Cost Control) Responsible for effective and efficient Financial Accounting processes (General Ledger and Expenditure Management) Responsible for effective and efficient Management of Voucher Control processes Responsible for integrated Human Resource Management Responsible for implementation of policies within your area of responsibility Ensure compliance with the National Core Standards and Public Finance Management Act Develop and implement risk management plan as outlined on the Institutional Risk Plan Coordinate and review the necessary financial supporting documents required for the strategic and annual Ensure timeous submission of credible Financial in year monitoring reports as prescribed from time to time.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Mr CD Zuma Tel No: 031-907 8311
: All applications to be forwarded to: The Hospital Manager Prince Mshiyeni Memorial Hospital; Private Bag X07 Mobeni; 4060
: Mrs TZ Makanya
: 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-vacansies
- CLOSING DATE** : 3 February 2023
- POST 02/258** : **PUBLIC RELATIONS OFFICER REF NO: EGUM 01/2023 (X1 POST)**
- SALARY** : R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
: Matric/Senior Certificate or Grade 12 certificate, plus National Diploma in Public Management (NQF Level 6) or Communication Science (NQF Level 6). 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: Excellent communication skills both orally and written. Excellent interpersonal relations skills. Computer skills. Presentation skills. Problem solving skills. Planning and decision making skills. Awareness of Media different agendas. Diversity Management skills. Ability to plan and prioritize effectively and accordingly. Honesty and integrity. Client Orientation and Customer focus.
- DUTIES** : Assist with coordination of facility events, and promotes patient rights. Ensure effective management of information internal and external communication within the hospital. Participate in Quality Assurance Programmes for publications purposes as per Departmental requirements in line with health calendar activity. Monitor adherence in the proper management of patient complains, compliments and suggestions. Strengthen relations links between facilities, internal and external stakeholders. Uphold corporate image of the institution. Ensure the implementation of departmental Media Policy, and Batho Pele Principles within the institution. Strengthen relations links between facilities, internal and external stakeholders. Assist with coordination of events and promote patients' rights.
- ENQUIRIES** : Mr. JBJ Ngobese 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 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.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department
	:	<u>The following documents must be submitted:</u> 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 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>	:	03 February 2023 at 16H00 afternoon
<u>POST 02/259</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: LABOUR RELATIONS REF NO: EGUM 02/2023 (X1 POST)</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	E G & Usher Memorial Hospital
	:	Matric/Senior Certificate or Grade 12 certificate, plus Appropriate Degree/ Diploma in Human Resource Management / Public Management (NQF Level 6). 3 – 5 years' experience in Staff/Labour Relations Component. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Recommendation: Introduction to PERSAL Certificate and Valid driver's licence code (B) or above. Knowledge, Skills, Training and Competencies Required: Broad knowledge and understanding of Human Resource Management Legislations i.e. Labour Relations Act, Basic Conditions of Employment Act, Grievance and Disciplinary ETC. Problem Solving Skills, Decision Making, Human Relations and Communication Skills. Investigation and Presiding Skills. Broad knowledge of PERSAL system.
<u>DUTIES</u>	:	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 Employments Act and other related prescript. Attend 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.

Approval of transactions on PERSAL. Conduct orientation and induction to staff on Labour Related matters. Capture transactions on PERSAL. Manage the development, motivation and utilization of Human Resources for the discipline to ensure competent knowledge base for the continued success of technical service according to organizational needs and requirements. Render advisory services to Management and Staff on Labour Relations matters. Represent the employer at conciliation and arbitration proceedings.

ENQUIRIES
APPLICATIONS

: Mrs. O Mbangatha – 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 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

: 03 February 2023 at 16H00 afternoon

POST 02/260

: **SAFETY OFFICER REF NO: EGUM 03/2023 (X1 POST)**

SALARY

: R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE
REQUIREMENTS

: E G & Usher Memorial Hospital
: Matric/Senior Certificate or Grade 12 certificate, Appropriate Degree/Diploma in Environmental Health or in Safety Management. 3 – 5 years appropriate experience in Safety environment. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. Recommendation: Possession of drivers license Code 8 (B) or 10 (C1). Knowledge, Skills, Training and Competencies Required: Legislation pertaining to Occupational Health and Safety, identification, control, elimination and monitoring of hazards. Health education and administration of service. Computer literacy, Accident investigation skills. Disaster Management skills. Training skill and Report writing skills. Change Management skills.

DUTIES

: Identification of potential situation that could lead to injury/disability/death of staff member/visitor, property damage or loss, internal disaster, medico-legal

claim and reporting thereof to the Assistant Director: Systems. To ensure the delegated Management and administrative functions are carried out timely and correctly in order for health and safety to function in the hospital and all clinics. To ensure safety statistics are captured, analyzed, interpreted and reported. To participate on safety investigations for the purpose on investigation all types of accident to patients, staff and visitors and to design tools to prevent future accidents. Assist in development and compilation of manuals, policies, and protocols that will be included in the rolling out Health and Safety training, orientation and induction programmes. Ensuring that safety audits are carried out for the institutions in compliance with the Occupational Health and Safety Act 85 of 1993. Ensuring that the buildings, constructions, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational Health and Safety Act 85 of 1993 and its regulations. To ensure quality management is in place for safety by participating in developing quality improvement plans as well as policies and procedures.

ENQUIRIES
APPLICATIONS

: Ms. PS Mgobhozi – 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 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

: 03 February 2023 at 16H00 afternoon

POST 02/261

: **EMPLOYEE ASSISTANT PROGRAMME PRACTITIONER REF NO: EGUM 04/2023 (X1 POST)**

SALARY

: R331 188 per annum (Level 08), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE
REQUIREMENTS

: E G & Usher Memorial Hospital
 : Matric/Senior Certificate or Grade 12 certificate, Degree/Diploma in Social Science / Social Work / Employee Wellness/Human Sciences. 2 – 5 years' experience in Employee Wellness field. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the

attachments /proof will be submitted by shortlisted candidates only. Recommendation: Be fluent in IsiZulu and isiXhosa. Valid driver's license Code (B) or above. Knowledge, Skills, Training And Competencies Required: Knowledge of the Public Sector. Sound knowledge on the Healthy lifestyle programme, HIV, AIDS, Sick Leave, PILLIR and Stress Management. Computer skills in basic programmes. Problem solving. Crisis Management. Analytical thinking. Policy development. Time Management. Facilitation Skills. Presentation skills. Project Planning and Management. Excellent report writing skills.

DUTIES

: Coordinate and promote physical wellness and educational awareness programs. Coordinate Psycho-social wellness through preventive and curative programs. Promote organizational wellness through employee support. Promote and support work-life balance. Ensure effective and efficient functioning of wellness programme. Conduct assessment, referrals, counselling, and intervention support to staff and Conduct needs analysis for employee within the institution. Conduct training for Managers, Supervisors, and Staff on their role on Employee Wellness. Provide statistical information to the Assistant Director: HRMS, Chief Executive Officer, District Office and Head Office. Aftercare services to employees at the institution based on relevant qualifications and experience. Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate Employee Wellness Programmes.

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**

: 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

: 03 February 2023 at 16H00 afternoon

POST 02/262 : **HRM PRACTITIONER: LABOUR RELATIONS REF NO: HGHD 03/2023**
Component: Human Resource Management

SALARY : R331 188 per annum (Level 08). Benefits: 13TH Cheque, Medical Aid (optional) Housing allowance) provided the incumbent meets the prescribed requirements.

CENTRE REQUIREMENTS : Harry Gwala Health District
: Standard 10/ Grade 12 qualification plus Degree/National Diploma in Human Resource Management/ Public Management/ Administration. Plus At least 3-5 years' experience in Human Resource Component. N.B: Proof of previous and current work experience endorsed and stamped by Human Resource Department Not certificate of service: Recommendation: Valid Driver's license.Knowledge, Skills, Training and Competencies Required Knowledge of policies and procedures governing the Public Service. Broad knowledge and understanding of Human Resource Management Legislations i.e. Labour Relations act, Basic Conditions of Employment Act, Employment Equity Act, Disciplinary Code and Grievances procedure. Problem Solving Skills, Decision Making, Human Relations and Communication Skills written and oral. Knowledge of PERSAL Systems. Strong confidentiality personality. Computer skills and report writing skills.

DUTIES : Manage the functioning of staff Relations Section in order to ensure the provision of high quality service for entire district .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. Facilitates all Grievance, Disciplinary and Misconduct cases in terms of laid down policies and procedures. Investigate and preside within and outside the district according to requests. Collect and analyze statistic in respect of Labour Related matters. Provide efficient conflict management resolution. Conduct orientation/induction and awareness to staff/supervisors/managers on Labour relations matters. Capture Labour Relations transactions on PERSAL .Render advisory services to the management and staff on Labour Relations matters. Represent the employer at conciliation and arbitration proceedings as well as consultations for Labour Court cases. Assist in the development, implementation and monitor of labour relations policies. Assist with approval of transactions occasionally.

ENQUIRIES APPLICATIONS : Mr Z.N Dotyeni Tel No: 039-834 8200
: Applications must be directed Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.

FOR ATTENTION NOTE : Mr. ZN Dotyeni: Assistant Director: HRM
: Applications: The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to candidates: 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.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. HGHD 01/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.

CLOSING DATE : 03 February 2023

POST 02/263 : **FACILITY INFORMATION OFFICER REF NO: EGUM 05/2023 (X1 POST)**

SALARY : R269 214 per annum (Level 07), Plus 13th cheque/service bonus plus, Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE : E G & Usher Memorial Hospital

REQUIREMENTS :
 Matric/Senior Certificate or Grade 12 certificate, National Diploma/ Degree in Information Technology /Management Information Systems Statistics/ Computer Science. 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: In depth knowledge and technical skills in Information Health System and Data Management. Computer Literacy skills in basic programmes. Ability and skill to compile presentation of facility health information/statistics. Ability to work under pressure and meet reporting deadlines. Good communication, interpersonal relations and problem solving skills.

DUTIES :
 Coordinate the collection of quality routine and non-routine facility data and the maintenance of Institutional Health and Management Information Databases. Ensure the maintenance and security of DHIS, TB/HIV Information system. Supervision and ensuring that data capturees capture correctly and timeously all Health Information as per collection tools and various other health information. Ensure validation, completeness and integrity of all health information data. Compiling and presentation of facilities monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Health Information committee meeting. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improving provision of accurate and complete data through staff trainings on Data Management process/standard operating procedures/policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advice to ward managers and head of departments regarding information technology and systems related needs e.g. completion of standardized collection tools and use of face value registers and IT policy related issues. Address Auditor General findings on predetermined objectives and development plans. Ensure the effective, efficient and economical management of all allocated resources of the Data Management office. Manage EPMS of staff in Data Management office.

ENQUIRIES : Mrs. GL Ramaota 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 : Human Resource Department

NOTE :
 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** : 03 February 2023 at 16H00 afternoon
- POST 02/264** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: HGHD 02/2023**
Component: Supply Chain Management
- SALARY** : R269 214 per annum (Level 07). Benefits: 13th Cheque, Medical Aid (optional Housing allowance) provided the incumbent meets the prescribed requirements.
- CENTRE REQUIREMENTS** : Harry Gwala Health District
Standard 10/ Grade 12 qualification plus 3-5 years Clerical/Administrative experience in a supply chain management environment. N.B: Proof of previous and current work experience endorsed and stamped by Human Resource Department Not certificate of service: Recommendation: Valid Driver's license. Knowledge, Skills, Training and Competencies Required Supply chain management knowledge. Strict confidentiality personality. Legislative framework governing the Public Service, procurement procedures/regulations. Working procedures in terms of the working environment. Computer, Planning and organizing, Good verbal and written communication skills. Ability to perform routine tasks, Interpersonal relations, Flexibility, Teamwork. Problem solving and decision making. Loyalty, dedication, financial management and accountability.
- DUTIES** : Ensures effective and efficient functioning of asset management services for the district office. Supervise and undertake logistical support services. Ensures effective Supervision of staff under your jurisdiction through performance management and development system. Ensure effective, efficient and economical stores management and asset management .Reconcile asset register with Bas Monthly. Conduct monthly and quarterly stock takings and ensure timeous submission of stats and reports. Ensure the verification of assets monthly and update the door inventories. Compile disposal plan and facilitate sitting of the committees. Provide secretariat services for Loss and Damage committee. Ensures effective management of SLD cards accordingly, and RDIV spread sheet. Responsible for training and development of staff under your jurisdiction. Exercise disciplinary action in line with departmental disciplinary code and procedures in your component. Ensures quality service is provided at all times in performance of supply chain management processes.
- ENQUIRIES APPLICATIONS** : Mrs B.G Dlani-Piliso Tel No: 039-834 8200
Applications must be directed Harry Gwala Health District Office, Private Bag x502, IXOPO, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.
- FOR ATTENTION NOTE** : Mr. ZN Dotyeni: Assistant Director: HRM
The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in this circular minute even if they are absent from their normal places of work. Directions to Candidates: 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.kznhealth.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. Failure to produce these documents will disqualify candidates. It is the responsibility of the applicant to ensure that the Curriculum Vitae is detailed enough to reflect all information associated with the post applied for. The reference number must be indicated in the column provided on the form (new z83) e.g. HGHD 01/2023. Please note that due to the large number of applications received, applications will not be acknowledged. However all short-listed candidates will receive written responses. Due to

budget constraints the institution is unable to fund S & T claims. This department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of occupational categories in the department. People with disability should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from security clearance, qualification verification, citizenship and previous work experience.
03 February 2023.

- CLOSING DATE** : 03 February 2023.
- POST 02/265** : **ADMINISTRATION CLERK SUPERVISOR REF NO: ACS PA 8/2023 (X1 POST)**
Component: Patient Administration
- SALARY** : R269 214 – R317 127 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital
Grade 12 / senior certificate. Minimum of 3 years in experience in Patient Administration. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of registry/record keeping. File destruction procedure. Batho Pele principles. Effective financial planning and organising skills. Verbal and written communication. Computer Literacy.
- DUTIES** : Display a concern for patients, promoting and advocating proper supervision of patient waiting/queuing area. Ensure that the patient administration unit adheres to the principles of Batho Pele. Supervision of proper filing system for patient records ensuring that patient's files are safely and accurately filed and easily retrievable. All registers to be monitored and updated daily eg admission and discharge registers, reconciliation register and attendance registers. Ensure that patient fees applicable are according to prescripts/fees manual. Plan and organise day/night shift rosters to ensure that patient waiting times are within the norm. Supervision of archives of patient records. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Prepare and submit monthly statistics and reports.
- ENQUIRIES APPLICATIONS** : Acting Assistant Director Systems: Mrs LI Ntuli Tel No: 035-4734500
Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION NOTE** : Mrs GZ Dube: Human Resource Manager
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. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 03 February 2023

POST 02/266 : **ADMINISTRATION CLERK SUPERVISOR (PATIENT ADMINISTRATION)**
REF NO: MBO 06/2023 (X1 POST)

SALARY : R269 214 - R317 127 per annum
CENTRE : Mbongolwane District Hospital
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification, National Diploma/Degree in Public Management/Administration. 3-5 year appropriate experience in patient administration. Previous and current work experience in Patient Administration endorsed by your Human resources Recommendations: Valid Driver's license (code B or above). Computer literacy Registry and Records Management course. Knowledge, Skills, Training and Competencies Required: Applicable knowledge of public service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act and Finance Management Act among other things. Broad knowledge of HPRS. Systems. Strong leadership qualities, good decision making, communication skills and problem solving skills. Ability to work under pressure and meet deadlines. Excellent customer care and interpersonal team building skills. Must be driven, courteous enthusiastic and demonstrate a high level of efficiency. Must be able to promote, practice and maintain patient confidentiality. Good report writing and interpersonal skills. Have a high level of planning and organizational skills.

DUTIES : Supervise the provision of a 24 hours Patient Administration, and Mortuary services. Ensure that effective systems are in place to facilitate appropriate management / registration of new points and servicing repeat patients attending the Outpatients Departments. Ensure effective, efficient utilization of resources allocated to Patient Administration, including the development of staff. Provide mechanisms for the safe and efficient maintenance of patients medical records and other relevant records as per records management prescripts. Develop and implement risk management tools to prevent the loss of revenue, resources and patient medical records. Develop, implement and monitor measures aimed at reducing patient waiting times in Patient Administration. Receive, investigate and resolved all complaints promptly and efficiently and provide feedback to the necessary role players. Monitor and assess staff performance as per Key Performance Areas outlined on EPMS and Job Description. Manage leave and absenteeism in accordance with Human Resources Policies. Uphold the principle of Batho Pele and code of ethics. Handle MVA Files request and payments. Management of third Party requested of Files in line with PAIA. Develop implement and monitor Standard Operating Procedures and policies for improved service delivery. Manage conflict and grievances in an effective and unbiased manner. Perform regular spot checks and after hours visits in Patient Administration. Completion and submission of monthly statistics for Patient Administration and Mortuary. Ensure effective and efficient implementation of the HPRS for scanning, tracking and safe keeping of patient information. Ability to function in a resource constraint environment. Ensure disposal of medical records is done correctly according to relevant prescripts. Deputizing as the Systems Head in the absence of the Systems Manager

ENQUIRIES : Mr EB Nyele (Assistant Director: Facilities Management) Tel No: 035 476 6242 / ext 1014

APPLICATIONS : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital

NOTE : 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. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. **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, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 03 February 2023

CLOSING DATE

:

POST 02/267

:

PRINCIPAL TELECOM OPERATOR COMPONENT: SYSTEMS MANAGEMENT-TELECOMMUNICATIONS REF NO: PTO 9/2023 (X1 POST)

SALARY

:

R218 064 - R256 860 per annum (Level 06). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.

CENTRE

:

Eshowe District Hospital

REQUIREMENTS

:

Grade 12 / Senior certificate. Minimum of 2 years' Administration/Clerical experience. Knowledge, skills, training and competencies required Knowledge of legislative framework governing the Public Service, i Labour Relations Act, Basic conditions of employment Act, Occupational Health & Safety Act. Batho Pele principles. Verbal and written communication. Computer Literacy.

DUTIES

:

Ensure that all telecommunication equipment is in good working order. Monitor private telephone usage and prepare printouts for payment. Supervision of all telecom operators. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Plan and organise day/night shift rosters. Liaise with service providers regarding telephone movement and installation of lines. Update the departments extension list regularly.

ENQUIRIES

:

Acting Assistant Director Systems: Mrs LI Ntuli Tel No: 035-4734500

APPLICATIONS

:

Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION

:

Mrs GZ Dube: Human Resource Manager

NOTE

:

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

:

03 February 2023

POST 02/268

:

ARTISAN PLUMBER REF NO: MBO 05/2023 (X1 POST)

SALARY

:

R199 317 – R221 214 per annum

CENTRE

:

Mbongolwane District Hospital

REQUIREMENTS

:

Grade 12 or Equivalent qualification, Trade test certificate in plumbing as per terms of section 13(2) of the Manpower Training Act 1998, as amended. 1-2 year experience. Valid Code 08 Driver Licence. Computer literacy Recommendations: Understanding of the hospital Knowledge, Skills, Training and Competencies Required: Good understanding of the occupational health and safety act. Technical and practical skills and experience of the trade. Good knowledge of water reticulation system. General repair, maintenance and

- soldering copper pipes. Good verbal and written communication skills, problem solving, conflict resolution. Ability to read drawing and drawing technical plumbing specification.
- DUTIES** : Visual check and repairs of all plant and equipment under his/her scope of work ie geyser, clarifiers, sanitation, sewer lines, and meter reading and able to operate workshop machinery. Supervise handyman and tradesman aids. Be responsible for material issued to him/her and completion of job-cards. Inspect equipment and or facilities for technical faults. Repair equipment and/or facilities for technical faults. Test repair equipment and facilities according to standards. Service equipment and or facilities according to schedule. Quality assure service and maintained equipment and/ or facilities. Order and exercise control over plumbing equipment. Conduct walkabout and check leakages and blockages around the hospital and clinics. Form part of multidisciplinary team doing rounds in the hospital and clinics; and take necessary step to fix all identified shortfalls. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as the section head in the absence of Chief Artisan.
- ENQUIRIES** : MR. EB Nyele Tel No: 035 – 4766 242 or EXT 1014
- APPLICATIONS** : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand Delivered to Mbongolwane District Hospital
- FOR ATTENTION** : Human Resource Manager
- NOTE** : 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. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 03 February 2023

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 03 February 2023 (at 16h00). Applications received after the closing date and time will not be considered.
- NOTE** : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialled and signed, such application will not be considered. The fully completed and signed Z83 must be accompanied by a detailed comprehensive CV. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their

Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. 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-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 02/269</u>	:	<u>CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE & DISTRICT SERVICES REF NO: P 01/2023</u> Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	R1 308 051 per annum, (all Inclusive, flexible remuneration package)
<u>CENTRE</u>	:	Empangeni Region
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Civil Engineering (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in a road infrastructure development, construction and maintenance of the road network environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Treasury Regulations and Practice Notes. Knowledge of technical policies on construction, contract management and engineering services. Knowledge of BEE and BBBEE policies and implementation. Knowledge of Departmental Strategic plan and goals. Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. Knowledge of Project management and Financial management. Understanding of Departmental strategies and related business plans. Expert knowledge of administrative policies, practices, budgeting and managerial functions. Knowledge of Public Service reporting procedures and work environment. Knowledge of construction and engineering environment, including traffic engineering. Knowledge of the provincial road infrastructure and applicable standards. Knowledge of surveying, structural design: road and rail. Knowledge of staff development processes. Expert design, construction and maintenance of roads knowledge. Knowledge of design codes and technical specifications. Computer literacy. Project and Financial management skills. Strategic planning, presentation and facilitation skills. Report writing skills. Excellent

communication skills (verbal and written). Problem solving and conflict management skills. Leadership / Managerial skills. Research, policy formulation skills. Influencing and motivational skills. Diplomatic skills (visiting foreign countries – use of best practices). Ability to interpret legislation and Departmental policies. Research, policy formulation and management thereof. Planning, organizing and negotiation skills. The ideal candidate should have a demonstrated interest in technical, administrative and related fields, show a demonstrated interest in road construction, maintenance and other related fields, be an innovative thinker and believe in openness and transparency. He / she should also be committed to organizational objectives and strategies, be receptive to ideas and suggestions, be a team leader, reliable, accurate, creative and have strong leadership abilities.

DUTIES

: Construct and maintain blacktop, gravel roads and structures. Manage the provision of mechanical support services. Manage the provision of civil engineering services. Manage the provision of transport regulations in the Region. Manage the provision of transport operations. Provide infrastructure reporting. Ensure the development and implementation of policies. Manage the resources of the Chief Directorate.

ENQUIRIES
FOR ATTENTION
NOTE

: Mr SS Nkosi Tel No: 033 – 355 8897

: Mr C McDougall

: It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

- CLOSING DATE** : 03 February 2023 N.B. Applicants are advised to apply as early as possible to avoid disappointments.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).
ERRATUM: Kindly note that the posts were posted in Public Service Vacancy Circular 45 dated 25 November 2022, the post of Medical Specialist Grade 3: Cataract (Tonga Hospital, Ehlanzeni District) with Ref No: MPDOH/Nov/22/45 has been withdrawn.

OTHER POSTS

- POST 02/270** : **MEDICAL SPECIALIST GRADE 1-3: INTERNAL MEDICINE REF NO: MPDOH/JAN/23/01**
(Replacement)
- SALARY** : R1 156 308 - R1 918 284 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Witbank Hospital (Nkangala District)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 1:** None after registration with the HPCSA as Medical Specialist in a Normal Speciality. **Grade 2:** A minimum of five (5) years appropriate experience as Medical Specialist after registration

		with the HPCSA as Medical Specialist in normal Speciality. Grade 3: A minimum of ten (10) years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal Speciality (2023). Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Ability to manage, solve problems, initiate quality improvement programmers, strong clinical Governance experience, training of junior medical doctors, managing outreach programme ,conducting regular morbidity and mortality meetings. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality clinical services, supervision of junior colleagues and provide outreach services to surrounding primary healthcare facilities. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with all categories of staff and other stakeholders. Participate in the analysis, formulation and implementation of clinical guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/271</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: FORENSIC PATHOLOGY SERVICES</u> <u>REF NO: MPDOH/JAN/23/02</u> (Replacement)
<u>SALARY</u>	:	R1 156 308 - R1 918 284 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Gert Sibande District (FPS)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a Medical Specialist. Grade 1: None after registration with the HPCSA as Medical Specialist in a Normal Speciality. Grade 2: A minimum of five (5) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in normal Speciality. Grade 3: A minimum of ten (10) years appropriate experience as Medical Specialist after registration with HPCSA as Medical Specialist in a normal Speciality (2023). Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Ability to manage, solve problems, initiate quality improvement programmers, strong clinical Governance experience, training of junior medical doctors, managing outreach programme ,conducting regular morbidity and mortality meetings. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality clinical services, supervision of junior colleagues and provide outreach services to surrounding primary healthcare facilities. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with all

categories of staff and other stakeholders. Participate in the analysis, formulation and implementation of clinical guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

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

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

POST 02/272 : **MEDICAL OFFICER GRADE 3: OPHTHALMOLOGY REF NO: MPDOH/JAN/23/03**
(Replacement)

SALARY : R1 139 217 - R1 424 286 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Tonga Hospital (Ehlanzeni District)

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Ophthalmology and Cataract Surgeon will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

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

POST 02/273 : **MEDICAL OFFICER GRADE 1-3: ENT AND OBSTETRICS & GYNAECOLOGY REF NO: MPDOH/JAN/23/04 (X2 POSTS)**
(Replacements)

SALARY : R858 528 - R1 424 286 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). Valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

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

POST 02/274 : **PHARMACIST GRADE 1 REF NO: MPDOH/JAN/23/05 (X2 POSTS)**
(Replacements)

SALARY : R724 887 – R769 368 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Bethal Hospital (Gert Sibande District)
KwaMhlanga Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Conversant with current Pharmaceutical and related legislation. Core competencies recommended. Commitment to quality development of self and

		others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/275</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JAN/23/06</u>
<u>SALARY</u>	:	R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Sibange Clinic (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Clinical Nursing Science, Health Assessment and Treatment. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact will be on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/276</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/JAN/23/07 (X3 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Moloto CHC, Marapyane CHC (Nkangala District)

<u>REQUIREMENTS</u>	: Mayflower CHC (Gert Sibande District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic as Clinical Nursing Science, Health Assessment and Treatment qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Clinical Nursing Science, Health Assessment and Treatment. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	: Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/277</u>	: <u>OPERATIONAL MANAGER (PN-B3): MATERNITY REF NO: MPDOH/JAN/23/08</u> (Replacement)
<u>SALARY</u>	: R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	: Matikwana Hospital (Ehlanzeni District) : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Advanced Midwifery Nursing Science qualification. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Labour Ward Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter–sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 02/278** : **OPERATIONAL MANAGER (PN-B3): OPERATING THEATRE REF NO: MPDOH/JAN/23/09**
(Replacement)
- SALARY** : R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Shongwe Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 year post basic Operating Theatre Science qualification. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.
- DUTIES** : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Operating Theatre Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter–sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develop and

		control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/279</u>	:	<u>LECTURER GRADE 2 (PN-D2): WITBANK HOSPITAL SUB-CAMPUS REF NO: MPDOH/JAN/23/10</u> (Replacement)
<u>SALARY</u>	:	R492 756 – R642 942 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. Grade 2: A minimum of fourteen (14) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least ten (10) years of period referred to above must be appropriate / recognisable experience in Nursing Education after obtaining the one (1) year post-basic qualification in Education. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. A valid driver's licence.
<u>DUTIES</u>	:	Provision of quality nurse education and training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the health training facility. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health training facility. Demonstrate effective communication with students. Coordinate clinical learning exposure to learners between Nursing School and clinical areas. Implement assessment strategies to determined learner's competencies. Work as part of the education team to ensure good nurse training Work effectively, co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and manage training programmes in order to meet training outcomes as determined by the health training facility.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/280</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JAN/23/11 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R491 403 per annum, (plus service benefits)
<u>CENTRE</u>	:	Matikwana Hospital (Ehlanzeni District) Carolina Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8). Knowledge of Human Resources and Administrative

support services. Sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

- DUTIES** : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 02/281** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF NO: MPDOH/JAN/23/12**
(Replacement)
- SALARY** : R464 466 – R522 756 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Dr J S Moroka Sub-District (Nkangala District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2023). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's licence.

<u>DUTIES</u>	:	Coordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collate and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/282</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (PN-A5): WELLNESS CLINIC REF NO: MPDOH/JAN/23/13</u> (Replacement)
<u>SALARY</u>	:	R464 466 – R522 756 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Barberton Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in terms of Government Notice 125, (i.e., Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as General Nursing and Midwifery that allows registration with the SANC in General Nursing (2023). Minimum of seven (7) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Must have sound knowledge of TB and HIV/AIDS and be NIMART trained. Diploma / Degree in Nursing Administration and Management will be an added advantage. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Knowledge / skills: Ability to work under pressure, manage own time, function as an effective leader of the Nursing tea. Implement and manage. Willingness to work shifts and standby in accordance with the requirements of the unit and Nursing service report writing. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other multidisciplinary team including the writing of a report when required. Good Human Relations displaying concern for patients, promoting and advocating proper treatment and care including willingness, awareness to respond to patient's needs, requirements and expectations. Demonstrate Ability to provide support and guidance within the unit.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/283</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAST REF NO: MPDOH/JAN/23/14</u>
<u>SALARY</u>	:	R464 466 – R522 756 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Steve Tshwete Sub-District (Nkangala District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Nursing Administration and Management or Post-graduate qualification in Health Management / Health Leadership will be an added advantage. At least three (3) years minimum experience in Clinical Health Programmes Coordination or Supervision. Training in HIV management, NIMART and or project management will be an added advantage. Valid driver's licence. Computer literacy. Required Skills And Competencies: Effective planning and organisation. Good communication, interpersonal and coordination skills. Proficiency in English and any of the other South African official languages, preferably spoken local languages. Ability to work with and lead teams. Sound knowledge, and ability to monitor and evaluate the performance of health programmes. Excellent verbal and written communication skills. Ability to work independently and under pressure. Knowledge of the DHIS and TIER.NET systems is recommended.
<u>DUTIES</u>	:	Plan and coordinate HAST programme activities in the sub-district. Provide technical support to facilities on integrated HAST programmes. Monitor and provide mentorship on HAST clinical guidelines and policies. Provide mentorship to NIMART-trained nurses. Liaise with the multidisciplinary team and track programmes on integrated HAST programme performance. Conduct periodic audits and ensure HAST programmes performance data is reconciled across all data sources, monthly. Provide periodic reports to the districts. Liaise and build partnerships with stakeholders within the sub-district. Ensure integration of HAST programmes, TB and other programmes. Ensure efficient use of the resources allocated to HAST programmes in the sub-district.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/284</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/JAN/23/15 (X2 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS:</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS:</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic Advance Midwifery qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 speciality in Advance Midwifery Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Midwifery and Neonatal Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies

within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

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

POST 02/285 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): OCCUPATIONAL HEALTH REF NO: MPDOH/JAN/23/16**
(Replacement)

SALARY : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Dr J S Moroka Sub-district (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2023), a post-basic Occupational Health qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Occupational Health Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

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

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

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

POST 02/286 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/JAN/23/17 (X3 POSTS)**
(Replacements)

SALARY : R400 644 – R464 466 per annum (Depending of years of experience in terms of OSD).

CENTRE : Lefiso CHC, Phake Clinic and Lefisoane CHC (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022), a post-basic Clinical Nursing Science, Health Assessment and Treatment qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Clinical Nursing Science, Health Assessment and Treatment. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work.

<u>DUTIES</u>	: Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills. : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Occupation Health Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/287</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ORTHOPAEDICS REF NO: MPDOH/JAN/23/22</u> (Replacement)
<u>SALARY</u>	: R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	: Witbank Hospital (Nkangala District) : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic Surgery/ Orthopaedics qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Orthopaedics Science or Surgical Nursing. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Orthopaedics Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	: Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za

<u>POST 02/288</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA AND EMERGENCY CARE REF NO: MPDOH/JAN/23/23</u> (Replacement)
<u>SALARY</u>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital (Nkangala District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Trauma and Emergency Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Trauma and Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/289</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): CASUALTY REF NO: MPDOH/JAN/23/24</u> (Replacement)
<u>SALARY</u>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Ermelo Hospital (Gert Sibande District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic Trauma and Emergency Nursing Science qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Trauma and Emergency Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Casualty Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour

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

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

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

POST 02/290 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/JAN/23/25**
(Replacement)

SALARY : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic Operating Theatre Science qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

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

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

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

POST 02/291 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): NEPHROLOGY REF NO: MPDOH/JAN/23/26**
(Replacement)

SALARY : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration

		with the SANC as Professional Nurse and Midwifery (2023), a post-basic Nephrology qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Nephrology Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Nephrology Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/292</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/JAN/23/18</u> (Replacement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF 6/7) in Public Administration / Management or equivalent qualification with 3–5 years' relevant experience in Auxiliary Services / Hospital Environment of which three (3) years' experience must be at supervisory / managerial (level 8). Candidates should have proven supervisory skills; good planning, organizational and communications skills; Knowledge of relevant PFMA, norms and standards for healthcare establishment; ideal hospital modernization and realization framework, knowledge of Infection prevention and control as well as waste management policies and procedures. Computer literacy. Ability to work independently and under pressure. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at all levels. Logical and innovative thinking abilities and leadership skills.
<u>DUTIES</u>	:	Manage support services departments within the institution i.e. (cleaning services, hygiene, pest control, waste management, food services linen and laundry services; accommodation including office space requirements; Porter services; Switchboard Services, Telecommunication services, etc. Monitor compliance to food services management and mortuary services. Monitor and report on proper implementation of the cleanliness of the hospital and maintaining the quality standard required by the institution. Assist the head office to comply with the norms and standards for healthcare establishments as well as adhering to the ideal head office modernization and realization framework. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, waste management, infection prevention and control, accommodation, quality assurance, management etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and

operational procedures of Auxiliary and Support Services Unit. Sound inventory management and control. Plan and implement training programmes for staff. Fulfil duties as per job description and any other duties delegated by supervisor.

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

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

POST 02/293 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: MPDOH/JAN/23/19 (X3 POSTS) VERTICAL PROGRAM POSTS**

SALARY CENTRE : R393 711 per annum, (plus service benefits)
: Ehlanzeni District Office: Mbombela
: Nkangala District Office: Emalahleni
: Gert Sibande District Office: Ermelo

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus undergraduate (NQF 7) in Social Work / Science / Psychology or equivalent qualification with 3–5 years' relevant experience in Employee Health and Wellness Environment of which three (3) years' experience must be at supervisory / managerial (level 8). Registration with the South African Council of Social Service Professions (SACSSP) as Social Worker. Knowledge and understanding of Employee Health and Wellness strategic frame for the Public Service. Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), Public Service Act, Public Service Regulations, DPSA EHW Strategic Framework, DPSA HIV/AIDS, TB and STI Policy and Framework, DPSA Health and Productivity Policy, DPSA SHERQ Policy, DPSA Wellness Management Policy and Organizing and project planning. Must have people management skills, must have ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV/AIDS. Knowledge in the management of injury on duty. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills, report writing, program design and implementation skills, good presentation skills, assessment /diagnostic skills, problem solving, project management, analytical skills, innovative, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to 132 of the Public Service EHWP Strategic Framework.

DUTIES : Coordinate the Employee Health and Wellness Programme in line with the overall strategy of the institution. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or life management service or lifestyle development interventions e.g. health screenings, Stress Management Workshops, Relationships Management Workshops or training, financial management and debt control. Oversee the functioning of the sports and other physical and recreational activities. Oversee the functioning of bereavement. Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme. Conduct staff satisfaction survey, analyse, evaluate data and communicate information, statistics and results. NB. Successful candidate will be placed at a District Level however reporting to the Provincial Manager based on shared services and administrative processes.

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

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

POST 02/294 : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/JAN/23/20**
(Replacement)

SALARY : R393 711 per annum, (plus service benefits)
CENTRE : Middelburg Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.

DUTIES : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

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

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

POST 02/295 : **ASSISTANT DIRECTOR: HRM REF NO: MPDOH/JAN/23/21**
(Replacement)

SALARY : R393 711 per annum, (plus service benefits)
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Human Resource Management / Public Administration / Management with 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.

- DUTIES** : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Managers / Chief Executive Officers and the District Manager.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 02/296** : **MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 REF NO: MPDOH/JAN/23/27**
(Replacement)
- SALARY** : R332 427 - R378 318 per annum, (Depending of years of experience in terms of OSD)
- CENTRE** : Ermelo Hospital (Gert Sibande District)
- REQUIREMENTS** : Appropriate qualification with Degree/Diploma in Medical Orthotic and Prosthetics that allows for the required registration with Health Professions Council of South Africa as a Medical Orthotist and Prosthetist. A valid Driver's license, sound knowledge of relevant acts, policies and procedures, Computer literacy.
- DUTIES** : Design, measure, manufacture, fit, repair, adjust and align all orthotic and prosthetic devices. Consult with practitioners and members of multidisciplinary team on correct appliance for each patient. Plan and conduct multidisciplinary consultation and outreach clinics in Bushbuckridge. Deliver efficient and effective Clinical and MOP related administrative services, including record keeping, supervision and training of students and assistants. Promote continuous development and training, perform duties as delegated by the supervisor from time to time with normal scope. Assist in implementing guidelines, protocols and standard operating procedures.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 02/297** : **DIETICIAN GRADE 1: REF NO: MPDOH/JAN/23/28 (X2 POSTS)**
(Replacement)
- SALARY** : R332 427 - R378 318 per annum, (Depending of years of experience in terms of OSD)
- CENTRE** : Waterval Boven Hospital (Nkangala District)
Embhuleni Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign

		qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/298</u>	:	<u>EMS STATION MANAGER GRADE 3: REF NO: MPDOH/JAN/23/29</u> (Replacement)
<u>SALARY</u>	:	R332 496 – R376 632 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	EMS KwaMhlanga Station (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus minimum Intermediate Life Support (ILS) that allows registration with the Health Professions Council of South Africa (HPCSA) (2023). Valid Code 10 driver's Licence with Professional Driving Permit (PrDP). Must have 12 Years after registration with the HPCSA as AEA. Good communications skills both written and verbal. Supervisory experience in the EMS operations is mandatory and a Diploma in Management or above will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Responsible for all EMS operational and administrative activities in the station. Provide advice on procedures and policy matters to staff. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service and complaints received. Ensure that all applicable legislation, policies, Standing Operating Procedures, Norms and Standards are implemented and adhered to at all time. Ensure compliance with all policies operating in the service. Ensure effective control and be accountable over resources in the station. Be accountable and have an inventory of all resources at the station. Assist Senior EMS Management in the implementation and maintenance of good corporate governance. Maintain, monitor and review continuous quality improvement for the station and the entire service in accordance with the policy on quality improvement for EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Respond to major incidents and co-ordinate such incidents within the operational area. Conduct periodic and adhoc inspections of crews in operational locations. Respond to calls and major incidents. Undertake any other duties and or responsibilities as assigned by senior management.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/299</u>	:	<u>INFORMATION OFFICER REF NO: MPDOH/JAN/23/30</u> (Replacement)
<u>SALARY</u>	:	R331 188 per annum, (plus service benefits)
<u>CENTRE</u>	:	Standerton Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in DHIS or Diploma / Degree in Statistic or Information Management. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management

		of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.
<u>DUTIES</u>	:	Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/300</u>	:	<u>INFORMATION OFFICER REF NO: MPDOH/JAN/23/31</u> (Re-Advertisement)
<u>SALARY</u>	:	R331 188 per annum, (plus service benefits)
<u>CENTRE</u>	:	Witbank TB Specialized Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in DHIS or Diploma / Degree in Statistic or Information Management. Advanced computer literacy. Presentation and data analysis skills. Extensive knowledge of Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advanced knowledge in the management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. A valid driver's licence.
<u>DUTIES</u>	:	Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/301</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: MPDOH/JAN/23/32</u> (Replacement)
<u>SALARY</u>	:	R331 188 per annum, (plus service benefits)
<u>CENTRE</u>	:	Themba Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 Diploma In Public Management or Human Resource Management plus three (3) - six (6) years relevant experience in Human Resource Unit with three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment or Diploma / Degree in Human Resource Management / Public Administration / Management with three (3) years' relevant experience must be at supervisory (Level 7) within Human Resource Management Environment. Extensive knowledge of PERSAL system and at least must have three (3) PERSAL courses. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.

- DUTIES** : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager / Chief Executive Officer.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 02/302** : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: MPDOH/JAN/23/33**
(Replacement)
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum, (plus service benefits)
: Provincial Office, Mbombela
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Human Resource Development or Degree / Diploma in Human Resource Development / Public Administration / Public Management. A minimum of (3) PERSAL courses is a requirement. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
- DUTIES** : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to the Assistant Directors.

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

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

POST 02/303 : **PERSONNEL PRACTITIONER: HRD REF NO: MPDOH/JAN/23/34**
(Replacement)

SALARY : R269 214 per annum, (plus service benefits)
CENTRE : Tonga Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Human Resource Development or Degree / Diploma in Human Resource Development / Public Administration / Public Management. Knowledge of PERSAL System will be an added advantage. Plus the following keys: Knowledge of Government policies and all skills development related legislation. Employment Equity Act, SAQA, SETA, understanding of the National Skills Development Act and understanding of Learnership. Computer literacy, MS Excel, MS Project and Power Point. Skills: Presentation and report writing, Organizational and Administration, Numeracy, interpersonal and communication, Communication: verbal and written, creativity and innovative. Valid driver's licence.

DUTIES : Presentation of the orientation and induction program. Compile of relevant documentation pertaining to learnership program, Update learner database. Learnership Administration. Monitoring and evaluation of programmes, attend to all HRD administrative duties. Monitoring ABET Programme. Administer part time and full time bursary programmes. Manage and monitor the implementation of EPMDS for all in the hospital, clinics and proper maintenance of EPMDS records. Coordinate and monitor the implementation of human resource strategies and projects in the hospital internship, bursaries, and workplace integrated learning, learnership. Develop and maintain database for grade progression. Develop and maintain database for HRD training program. Compile in-service training plan for the entire hospital, clinics and monitor the implementation. Coordinate and facilitate training e.g. induction and training, and update records for all training. Compiling of monthly, quarterly and annually reports.

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

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

POST 02/304 : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: MPDOH/JAN/23/35**

SALARY : R269 214 per annum, (plus service benefits)
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Accounting / Auditing / Administration / Public Management. Knowledge in Government Financial Accounting. Extensive knowledge of PERSAL and at list must have three PERSAL courses minimum requirement. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the

clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.

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

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

POST 02/305 : **STATE ACCOUNTANT: PAYMENTS REF NO: MPDOH/JAN/23/36**
(Replacement)

SALARY : R269 214 per annum, (plus service benefits)
CENTRE : Provincial Office, Mbombela
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Degree/ Diploma in Finance / Accounting / Financial Management. Knowledge and experience expenditure management, focus in the following areas: Logis, Preferential Procurement Policy Framework,(PFMA) Public Finance Management Act, Treasury regulations and general knowledge of Basic Accounting System(BAS), Computer literacy, sound interpersonal and communication skills (written and verbal), Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.

DUTIES : Supervise and control the work of sub-ordinate in the expenditure management unit. Authorize payment on Bas and Logis system. Understanding of all aspects of supply chain management processes. Ensuring compliance with departmental and treasury regulations. Enforce internal control measures. Manage all open orders report (Accruals) and reconciliation of accounts. Ensure compliance on Subsistence and Travel claims. Deal with Human resources matters such as leave and perform development systems of quarterly evaluation reports. Attend and respond to audit queries. Provide administrative support to institutions.

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

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

POST 02/306 : **CONDOM LOGISTIC OFFICER REF NO: MPDOH/JAN/23/37**
(Replacement)

SALARY : R269 214 per annum, (plus service benefits)
CENTRE : Thaba Chweu Sub-district (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus six (06) years relevant experience or Diploma / Degree in Finance / Accounting / Auditing / Administration / Public Management plus three (03) years relevant experience. Knowledge in Government Financial Accounting. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.

DUTIES : Co-ordinate condom distribution in the district. Ensure availability and accessibility of condoms in primary and secondary sites. Monitor proper

		storage and quality of condoms. Develop strategies to market and increase condom usage. Prepare and consolidate reports of condom distribution in the district. Ordering of condoms, maintenance and supply primary distribution sites. Writing of monthly, quarterly and annual reports. Ensure establishment and maintenance of primary and secondary sites.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/307</u>	:	<u>PERSONNEL PRACTITIONER: HRM REF NO: MPDOH/JAN/23/38</u> (Replacement)
<u>SALARY</u>	:	R269 214 per annum, (plus service benefits)
<u>CENTRE</u>	:	Matikwana Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Human Resource Development or Degree / Diploma in Human Resource Development / Public Administration / Public Management. A minimum of (3) PERSAL courses is a requirement. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/308</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/JAN/23/39 (X5 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.
<u>DUTIES</u>	:	Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with

the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za.
- POST 02/309** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): SCHOOL HEALTH REF NO: MPDOH/JAN/23/40 (X13 POSTS)**
- SALARY** : R268 584–R311 361 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Bushbuckridge Sub-district (X1 Post)
Thaba Chew Sub-district (X1 Post)
Nkomazi Sub-district (X3 Posts)
Mbombela Sub-district (X2 Posts)
(Ehlanzeni District), Albert Luthuli Sub-district (X1 Post)
Dipaliseng Sub-district (X1 Post)
Govan Mbeki Sub-district (X1 Post)
Msukaligwa Sub-district (X1 Post)
(Gert Sibande District), Emakhazeni Sub-district (X1 Post)
Steve Tshwete Sub-district (Nkangala District) (X1 Post)
- REQUIREMENTS** : Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services, Community based Health Care services and Primary Health Care. Good knowledge of policies on the provision of School Health Services. Proven experience in the provision and health care services especially at Primary Health Care setting. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive service Plan. Skills: Verbal and Written communication skills. Change and knowledge management skill. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative frame works and related policies in the School health Services and other prescripts.
- DUTIES** : Visiting of all schools in the area of jurisdiction. Learner assessment, screening and health education for the Foundation and Senior phases according to School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Conduct home visits where there is a need for intervention. Work in partnership with schools and social workers for the benefits of the learners. Attend parents meetings to raise awareness about Health Promotion in Schools.
- ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za

<u>POST 02/310</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): SCHOOL HEALTH REF NO: MPDOH/JAN/23/41</u> (Replacement)
<u>SALARY</u>	:	R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Siyabuswa CHC (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services, Community based Health Care services and Primary Health Care. Good knowledge of policies on the provision of School Health Services. Proven experience in the provision and health care services especially at Primary Health Care setting. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive service Plan. Skills: Verbal and Written communication skills. Change and knowledge management skill. Decision making skill. People management and empowerment. Able to work independently under pressure. Understanding legislative frame works and related policies in the School health Services and other prescripts.
<u>DUTIES</u>	:	Visiting of all schools in the area of jurisdiction. Learner assessment, screening and health education for the Foundation and Senior phases according to School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Conduct home visits where there is a need for intervention. Work in partnership with schools and social workers for the benefits of the learners. Attend parents meetings to raise awareness about Health Promotion in Schools.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/311</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/JAN/23/42 (X3 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R217 854 – R245 409 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Waterval CHC (X1 Post) Middelburg Hospital (Nkangala District) (X2 Posts)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2022). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za

<u>POST 02/312</u>	:	<u>ARTISAN (PRODUCTION) GRADE A REF NO: MPDOH/JAN/23/43 (X2 POSTS)</u> (Replacement)
<u>SALARY</u>	:	R199 317 – R221 214 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District) Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Mechanical/Electrical/Electromechanical. One year relevant experience in building maintenance. Must have basic computer knowledge for time entry, preventative maintenance and work orders. A valid driver's licence. Willingness to work irregular hours and attend to emergencies when required.
<u>DUTIES</u>	:	Ensuring of proper maintenance of equipment. Day to day provision of maintenance services. Monitoring and inspection of equipment. Conduct preventive maintenance schedule. Handling spare parts inventory and ordering. Keep proper history documentation for machineries break down, repairs and preventive action. Repair any machine /equipment deficiencies.
<u>ENQUIRIES</u>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 02/313</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/JAN/23/44 (X8 POSTS)</u> (Replacements)
<u>SALARY</u>	:	R176 865 - R231 231 per annum, (plus service benefits)
<u>CENTRE</u>	:	EMS Lydenburg Station, EMS Matibidi Station and EMS Themba Station (Ehlanzeni District) EMS Carolina Station, EMS Embalenhle Station and EMS Bethal Station (Gert Sibande District) EMS Siyabuswa Station and EMS Witbank Station (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant certificate. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (2023). Current registration with the HPCSA (deposit slip will not be accepted). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<u>DUTIES</u>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station.

Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

ENQUIRIES

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

APPLICATIONS

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

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley.
- FOR ATTENTION** : Ms. K. Moitsehang, Human Resources Tel No: 053 830 9459
- CLOSING DATE** : 03 February 2023
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

MANAGEMENT ECHELON

- POST 02/314** : **DIRECTOR: HOUSING ADMINISTRATION REF NO: HS/01/01/2023**
- SALARY** : R1 105 383 per annum, (all-inclusive package)
- CENTRE** : Provincial Office (Kimberley)
- REQUIREMENTS** : An appropriate recognised Bachelor's degree (NQF7) and strong understanding of Human Settlement Development issues and business administration, plus a minimum of 5 years middle management experience, exceptional ability to innovative thought, vision and drive and strong leadership. Sound knowledge of the Public Management framework, Strategic Leadership, policy formulation, implementation and monitoring as well as approve record of accomplishment of leading Change Management initiatives and applying innovative thinking. Knowledge of the Department's mandate and its relationship with National and Provincial, Business and other stakeholders. Knowledge of Government's human settlement policy and related programme. Proven high-level liaising and communication ability and highly developed negotiations skills. Background of risk management and Finance will be an added advantage. Competencies: Strategic ability and Leadership programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and

- Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : The successful candidate will, manage the provincial title deeds programme, acquisition of land and manage the human settlements inventory and housing fund. Manage the effective utilisation and reporting of human settlements development grant (HSDG) and Informal Settlements upgrading partnership grant (ISUPG), facilitate and manage the housing subsidy system and reporting. Manage and coordinate the housing registry and administration of the housing fund, Manage and facilitate the 30-day payment of received invoices, manage the housing subsidy system (HSS), report on HSGD and ISUPG expenditure, manage the performance of staff in the component. Coordinate and manage the transfer of properties to beneficiaries and acquisition of land, Assist to coordinate the utilisation, review, update and reporting on human settlement inventory. Manage; coordinate the implementation of the Extended Public Works Programme (EPWP) incentive grant.
- ENQUIRIES NOTE** : Mr. G.A. Booysen Tel No: (053) 830 9531
: "With reference to the DPSA Directive on the pre-entry senior management Certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate and for further details, please click on the following link <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance. Applicants should apply by using Z83 form and attach CV and certified copies of qualifications.
- POST 02/315** : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: HR/01/01/2023**
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (all-inclusive package)
: Kimberley
: An appropriate recognised Bachelor's degree (NQF7) with a minimum of 5 years middle management experience. Extensive knowledge of human resource management, human resource utilization and human resource development, employee health and wellness, labour relations and people management. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing human resource management, development and labour relations. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity and Skills Development, computer literacy and a valid code EB driver's license is also required. Competencies: Strategic ability and Leadership programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, a self-motivated, dynamic, strategic and innovative thinker.
- DUTIES** : Responsible for the strategic repositioning of Human Resources within the Department, and overall strategic management of the Directorate. Ensure that HR becomes a strategic business partner and plays a greater strategic role in leveraging service delivery within the Department, managing human resource utilization and capacity development, employee health and wellness and employee relations and people management. Manage all components reporting to the incumbent. Manage, co-ordinate and initiate programmes and processes, which promote organizational development and job evaluation. Monitor and exercise control over the budget and expenditure for the Directorate and ensure effective utilization of financial resources, manage staff. Provide Strategic support to Senior Management.
- ENQUIRIES NOTE** : Ms. L Brand Tel No: (053) 830 9550
: "With reference to the DPSA Directive on the pre-entry senior management Certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry

certificate and for further details, please click on the following link <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance. Applicants should apply by using Z83 form and attach CV and certified copies of qualifications.

OTHER POST

- POST 02/316** : **ENGINEER (PRODUCTION) GRADE A: REF NO: HS 02/01/2023**
Branch: Human Settlements and Projects
- SALARY** : R750 693 per annum, (all-inclusive salary package OSD)
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : A BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa (ECSA). A minimum of 3 years post qualifications professional experience is required. experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and (iii) construction materials. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license and the ability/willingness to travel are essential.
- DUTIES** : Provide inputs to other professionals with tender administration evaluate infrastructure business plans and prepare submissions to justify funds for infrastructure projects under supervision of a chief engineer. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.
- ENQUIRIES** : Mr. G.A. Booyesen Tel No: (053) 830 9531

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All applications, must be addressed to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or Hand delivered to Human Resource Management, Ground Floor, Gaabomotho Building, 760 Dr James Moroka Drive, Mmabatho, 2735.
- FOR ATTENTION** : Director: Human Capital Management: Mr T Mpuisang.
- CLOSING DATE** : 03 February 2023.
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za. Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees. DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. NB: Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 02/317** : **CHIEF DIRECTOR: SPORT AND RECREATION REF NO: 2022/ACSR18/NW**
- SALARY** : R1 308 051 per annum (Level 14), all-inclusive package
- CENTRE** : head office, mmabatho
- REQUIREMENTS** : A relevant undergraduate qualification (NQF 7), recognized by SAQA, with major subjects in the field of Sport Administration/ Science or an equivalent qualification, coupled with five (5) years appropriate experience at a senior management level in the sport and recreation environment; A pre-entry certificate for SMS must be completed before an appointment can be considered; Candidates must be multi-skilled, dynamic, self-motivated professional with well-developed and proven leadership and management abilities; Good communication, managerial, organizational and writing skills; Strong negotiation and interpersonal skills; Ability to interact at a high level; Must have a valid South African driver's license (Code 08). Competencies: Strategic Capability and Leadership. People Management and Empowerment. Capability and Leadership. Programme and Project Management. Financial

Management. Change Management. Service Delivery Innovation. Problem Solving and Analysis. Communication. Honesty and Integrity and the Batho Pele Principles. KPA: Manage and Coordinate Community Sport, Sport Performance, Mass Participation in Sport. Plan, develop and formulate sport strategies for all sporting codes. Oversee the coordination of sport activities including community and in-school sport. Manage and coordinate recreation in the Province.

- DUTIES** : Planning and implementation of community sport (clubs development and recreation). Planning and implementation of mass participation (school sport). Planning and implementation of sport performance. Ensure and align the business strategies of North West Sport Commission, North West Sport Confederation and PROREC to the Chief Directorate Strategic plan and Annual Performance. Conduct meetings with North West Sport Commission, North West Sport Confederation and PROREC on the development of the business plan. Monitor the implementation of the business strategies of North West Sport Commission, North West Sport Confederation and PROREC. Monitor the implementation of the sport activities. Conduct monthly meetings of the Chief Directorate to assess performance. Consolidation of the sport activities report on a monthly and quarterly basis by the Chief Directorate. Consult with Recreation Structures (LOREC, DISREC and PROREC) on the implementation of recreation. Conduct quarterly meetings with PROREC to monitor the implementation of recreation. Consolidation of the PROREC report on a monthly and quarterly basis.
- ENQUIRIES** : Mr T Mpuisang Tel No: (018) 388 2719

OTHER POSTS

- POST 02/318** : **DEPUTY DIRECTOR: PLANNING, MONITORING AND EVALUATION REF NO: 2022/ACSR19/NW**
Directorate: Strategic Management Directorate

- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive package
: Head Office, Mmabatho
: A Bachelor's Degree/ National Diploma in in Social Sciences/ Development Studies/Economics or equivalent (NQF level 6/7). Two years management experience (Junior Management). Three years' experience in planning and evaluation. Drivers Licence Knowledge: Knowledge of following public service prescripts: Public Service Act; Public service regulations; public service code of conduct and Batho Pele principles. Skills: Strategic Management; Leadership; Monitoring and Evaluation; Communication (Verbal and Written); People Management; Planning and Organizing; Policy Development and Implementation; Computer Literacy; Presentation; Project Management and Problem Solving.

- DUTIES** : Coordination, analyses, reporting (monthly, quarterly and annual) as well as evaluation of the department's non- financial performance information. Coordination of development of planning documents (strategic plan, annual performance plan and annual performance reports). Coordinate the management of performance assessment tool. Manage and control of staff within the sub-directorate. Provide executive support to the department.

- ENQUIRIES** : Mr M.S. Mosimane Tel No: (018) 388 2851
- POST 02/319** : **DEPUTY DIRECTOR: ARCHIVES ADMINISTRATION REF NO: 2022/ACSR20/NW**
Directorate: Library, Information and Archives Services

- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), all-inclusive package
: Head Office, Mmabatho
: A Bachelor's Degree in Social Sciences/Humanities and/or Postgraduate Diploma in Archival Studies. Relevant training in archives and records services. Five (5) years' experience in archives and records services of which three (3) must be in a supervisory level (Junior management). Knowledge and understanding of Public Service prescripts and in particular Archives and Records Services. Good interpersonal, communication (verbal and written) and managerial skills. Computer Literacy. Driver's license.

- DUTIES** : Manage acquisition and processing of archives. Manage Reference and Awareness in Archives repository. Manage conservation and preservation of archives in repositories. Manage the collection of oral history in the province.

		Develop, review and implement policies and procedure manuals in the archives. Manage the human and financial resources of the sub-directorate. Ms T Sempe Tel No: (018) 388 3965
<u>ENQUIRIES</u>	:	
<u>POST 02/320</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROGRAMS REF NO: 2022/ACSR21/NW</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A recognized three-year Bachelor's Degree/ National Diploma in Public Administration/Management or relevant equivalent qualification with extensive relevant experience. A good understanding of Government's broader transformation policies and initiatives, with a focus on human rights, disability, women, youth and children. Knowledge of the Employment Equity Act and other appropriate legislations. An understanding of national and international events, including commemoration days aimed at increasing awareness on human rights, women, youth, children and disability issues. Skills: Knowledge of project management. Good communication, analytical, report writing, change management and stakeholder engagement skills. Attention to detail.
<u>DUTIES</u>	:	Development of policies, strategies, implementation plans on change management, service delivery and special programmes. Implement the culture intervention programmes and transformation schedule. Coordinate Batho change engagement programmes. Ensure the implementation of the Employment Equity Plan in the Department. Coordinate awareness programmes on employment equity in the Department. Mainstreaming of Gender, Disability, Youth and Children Rights issues within the core business of the Department. Monitor and evaluate equity issues (Gender, Disability, Youth issues). Liaise with and improve integration of internal and external stakeholders performing various activities, events, programmes and initiated projects i.e. International Women's Day, Youth Month, Women's Month, Heritage Day and 16 Days of Activism. Compile qualitative and quantitative reports regarding equity matters. Manage the Sub-Directorate: Special Programmes.
<u>ENQUIRIES</u>	:	Mr M Mosimane Tel No: (018) 388 2851
<u>POST 02/321</u>	:	<u>SERVICE POINT MANAGERS REF. NO: 2022/ACSR22/NW (X2 POSTS)</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Dr.Ruth Segomotsi Mompoti District: Kagisano Service Point (X1 Post) Bojanala District: Madibeng Service Point (X1 Post)
<u>REQUIREMENTS</u>	:	A 3 year National Diploma or Bachelor's degree in Social Sciences or Management or equivalent qualification. At least three (3) to five (5) years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPFA and PMDS. A valid driver's licence. Skills: Excellent supervisory human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Project Management. Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Pont's long, medium and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts, culture, Sport and Recreation programmes. Assist with the coordination of Library activities at the Service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programme. Co-ordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations. Prepare management information, reports statistics and reporting.
<u>ENQUIRIES</u>	:	Mr G Valtyn Tel No: (053) 928 0161
<u>POST 02/322</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGE DEVELOPMENT REF NO: 2022/ACSR23/NW</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: Mmabatho
	:	3- years B-degree in Languages with translation, interpreting, status language planning with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge of Language Legislation, Policy Development and North West Language Act, Use of Official Language Act and PanSALB Act Ability to read, write and communicate in at least three official languages of the Province including English. Ability to work well with different stakeholders and under pressure. Computer literacy. Valid driver's licence. Advanced project management and report-writing skills.
<u>DUTIES</u>	:	Organizing and coordinating awareness campaigns. Organize and host events that are promoting multilingualism. Ensure language units are established in government departments and municipalities. Assist in developing policies. Render administrative functions.
<u>ENQUIRIES</u>	:	Ms N Zahela Tel No: (018) 388 4869
<u>POST 02/323</u>	:	<u>ASSISTANT DIRECTOR: FLEET ADMINISTRATION REF NO: 2022/ACSR24/NW</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Mmabatho
	:	An appropriate recognized three-year National Diploma in Administration, Transport Management or equivalent relevant qualification. Minimum of 3 years' experience in Transport Management or related field. Sound knowledge of contract management and the legislative framework governing Transport management well as in depth knowledge of Fleet Management Systems. The Candidates must be in possession of a valid Driver's License, which must be attached to the application and be able to travel. Good coordination, planning, communication (written and spoken), interpersonal relations, conflict management and resolution, report writing and organizational skills. Ability to work long hours and render assistance to subordinates and to clients voluntarily, gathering and analysing of information, drafting of reports, interpret and apply policies, work independently and in a team.
<u>DUTIES</u>	:	Manage Departmental fleet travel arrangements. Acquisition and disposal of Departmental vehicles. Update Departmental vehicle assets register. Ensure inspection and maintenance of Departmental and subsidized vehicles. Coordination of Subsidized vehicle process. Manage departmental parking allocation function. Development and implementation of transport policies and directives. Conducting information sessions on transport policies and directives to employees and relevant stakeholders. Co-ordinate payment of service providers, compiling reports on fleet related matters. Monitor vehicle tracking system. Manage damages and losses on Departmental fleet vehicles. Supervise sub-ordinates and control resources within Fleet Administration.
<u>ENQUIRIES</u>	:	Mr G. Mothusi Tel No: (018) 388 2693
<u>POST 02/324</u>	:	<u>CHIEF WORK-STUDY OFFICER REF NO: 2022/ACSR25/NW</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Mmabatho
	:	A 3 year National Diploma or Bachelor's degree in Management Services/Operations Management/Industrial Psychology/Human Resource Management or any other equivalent relevant qualification. 2 -3 years' experience in Organisational Development and/or Human Resource Management field of which 2 years must be at a Supervisory level. In-depth knowledge of relevant legislation and prescripts applicable to the Public Service. Knowledge on organisational design. Knowledge of PERSAL. Good communication skills. Good interpersonal relations. Able to work under pressure. Analysing and research skills. Basic project management. Computer Literacy. Valid Drivers' Licence.
<u>DUTIES</u>	:	Facilitate the development of organizational design. Monitor the development of job description and job analysis. Conduct job evaluation. Facilitate the implementation of change management initiatives. Facilitate the development of Departmental Human Resource Planning. Facilitate the development of Departmental Employment Equity Plan. Manage Human Resource within the sub-directorate.
<u>ENQUIRIES</u>	:	Mr T Makgolo Tel No: (018) 388 2731

<u>POST 02/325</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION MANAGEMENT REF NO: 2022/ACSR26/NW</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Head Office: Mmabatho
<u>REQUIREMENTS</u>	:	A 3 year National Diploma or Bachelor's degree in Public Relations/Marketing/Journalism/Communication or equivalent qualifications. Coupled with three (3) – five (5) years relevant experience of which 2 years must be at a Supervisory level. Knowledge of public relations, marketing and communications and government processes. The ability to work independently and under pressure with little or no supervision. Knowledge of report writing, events management and project management, marketing management and publication production. Knowledge of desktop publishing and other systems. Prepared to work long and irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Implement internal communication strategy and policy. Develop the Events Management Strategy and ensure effective events management. Coordinate departmental events and projects. Ensure a favourable departmental corporate image and identity. Supervise staff. Control the budget. Develop and update the Department's calendar of events.
<u>ENQUIRIES</u>	:	Mr V Kama, tel. (018) 388 3704
<u>POST 02/326</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: PMDS REF NO: 2022/ACSR28/NW</u> Performance Management Development System Unit
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A 3-year National Diploma or Bachelor's degree in and 2-3 years' relevant experience in Human Resource Management. Interpersonal relations, planning and organising, innovations, presentation, analytical and communication skills. Computer literacy. Ability to formulate, interpret HR practice, procedures and policies. In-depth knowledge of performance management and development system and performance auditing. Good administrative, financial and project management experience. Valid driver's license.
<u>DUTIES</u>	:	Develop and implement effective performance management system. Manage submission of work plans and performance agreement. Ensure that job descriptions are developed and signed by all employees. Conduct and manage first and final performance assessment. Manage performance auditing. Manage the database and provide accurate and reliable statistics. Act as a consultant to line managers to ensure effective management of individual performance and support the investigation of queries. Ensure alignment and plans as well as alignment of assessment documents to performance agreements/ work plans. Contribute to the development, review and maintenance of the performance management system and processes. Render a human resource advisory service to the management of the Department by investigating, analysing, benchmarking and interpreting legislation, prescripts and other human resource-related issues to promote an effective human resource environment. Conduct information sessions.
<u>ENQUIRIES</u>	:	Mr X March Tel No: (018) 388 2722
<u>POST 02/327</u>	:	<u>INTERGRITY AND RISK MANAGEMENT PRACTITIONER REF NO: 2022/ACSR29/NW</u> (Organisational Risk and Integrity Management)
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Diploma/ Degree (NQF 6/7) in Risk Management, Accounting or Auditing with 2 to 3 years' experience in the Risk Management field. A valid driver's license. Competencies: Knowledge and Skills: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity. Demonstrate experience in detailed technical knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and all other legal prescripts that governs Risk Management and the ability to apply such technical knowledge. Computer literacy, good presentation and facilitation skills.
<u>DUTIES</u>	:	To support the planning, facilitation, monitoring and reporting of the implementation of the Risk Management Framework and Fraud Prevention

- Plan. Participate and guide during risk analysis, assessment, monitoring and reporting processes (Strategic, Operational, Fraud, ICT and specific project risks). Conduct risk and fraud awareness campaigns within the department. Assist with the planning of all quarterly risk committee meeting within the department and all logistical arrangements. Provide technical support to the directorate and any other duties given.
- ENQUIRIES** : Ms KV Shiba Tel No: (018) 388 2687
- POST 02/328** : **SENIOR INTERNAL CONTROL OFFICER REF NO: 2022/ACSR30/NW**
(Internal Control Division)
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Matric/Grade 12. Diploma/ Degree (NQF 6/7) in Accounting or Auditing with 2 to 3 years' experience in the Internal Control or Auditing field. A valid driver's license. Competencies: Knowledge and Skills: Analytical thinking, written and spoken communication, interpersonal, planning and organising, time management and coordination skills. Honesty and integrity. Demonstrate experience in detailed technical knowledge of internal control or auditing environment, PFMA, Treasury Regulations and all other legal prescripts that governs internal control and auditing and the ability to apply such technical knowledge. Computer literacy, good presentation and facilitation skills.
- DUTIES** : To support the planning, facilitation, monitoring and reporting of the implementation of the Internal Controls in the department. Assist with the coordination of internal and external audits. Follow up on internal and external audit findings through the post audit plans. Assist with the reviews of internal control systems such as policies, procedures and checklists. Provide logistical support during internal and external audit steering committee meetings. Assist with compliance verifications of payments before payments. Provide technical support to the directorate and any other duties given.
- ENQUIRIES** : Ms NL Mgudlwa Tel No: (018) 388 2667
- POST 02/329** : **PERSONAL ASSISTANT TO HEAD OF DEPARTMENT REF NO: 2022/ACSR31/NW**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Head Office, Mmabatho
REQUIREMENTS : Three years relevant qualification in Office/ Information Management/ Public/ Business Administration. Two (2) years supervisory experience. Two (2) years functional experience in Office Administration/ Secretariat services. Knowledge. Basic Departmental policies and procedures. Administration procedures. Batho Pele Principles. Skills: Communication, Analytical, Computer literacy, Interpersonal, Organizing and Planning, Telephone etiquette.
- DUTIES** : Provide administrative support to the Head of Department. Manage the Head of Department's diary, including the events calendar, arrange meetings and workshops. Monitor the provision of secretariat services in the Head of Department Office. Maintain confidentiality of documents and ensure that all strategic complex correspondence are properly filed including the management of those records thereof. Coordinate all the Head of Department Projects. Supervise the officials in the office.
- ENQUIRIES** : Mr K Motladile Tel No: (018) 294 2810
- POST 02/330** : **SPORT PROMOTION OFFICER REF NO: 2022/ACSR32/NW**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Dr Kenneth Kaunda District- Matlosana Service Point
REQUIREMENTS : A National Diploma or Bachelor's Degree in in Sport Management or equivalent qualification and relevant experience in the field. Computer literacy. Knowledge of sport and recreation activities. A valid driver's licence would serve as an advantage. Experience in the operation of federations, sports and recreation transformation charter, as well as sport and recreation legislation framework. Knowledge of programmes. Honesty, loyalty and commitment. Innovative, Good Interpersonal relations, Conflict management, negotiation, coordination and communication skills.
- DUTIES** : Coordinate the establishment of and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders.

Facilitate sustainable capacity development programmes in sport within the schools, wards, local areas and districts. Implement sport and recreation programmes in schools, wards and local areas for the development of sport and recreation. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to programmes that are implemented. Mentor and/CDOs.

ENQUIRIES : Mr N.J Batsietseng Tel No: (018) 294 6860

POST 02/331 : **ADMINISTRATIVE OFFICER: PLANNING MONITORING AND EVALUATION REF NO: 2022/ACSR33/NW**

SALARY : R269 214 per annum (Level 07)

CENTRE : Head Office, Mmabatho

REQUIREMENTS : A three (3) year National Diploma/Bachelor's Degree in Monitoring and Evaluation or Planning or Public Management with equivalent qualification with two (2)-three (3) years' experience in NPO environment. Knowledge and understanding of legislative/Policy frameworks, processes and procedures governing the monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid driver's license. Skills And Competencies: Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills, Honest and innovation individual.

DUTIES : Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and system. Coordinate reporting (Monthly, quarterly and annual reporting). Validate reported performance information. Coordinate evaluation of the Departmental programmes. Coordinate, analysis, monitor and evaluate the Departmental Programmes. Oversee the evaluation programmes for the Department. Analyze and report on performance of Departmental programmes. Provisioning of Executive support. Coordination of reports for Social Clusters, legislature etc. Coordination of Management Performance Assessment Tool. Coordinate the overall performance of Management Performance Assessment Tool. Conduct training and workshops on Management Performance Assessment Tool. Participate in Management Performance Assessment Tool. Supervise staff training and development, performance and leave plan.

ENQUIRIES : Mr M Mosimane Tel No: (018) 388 2851

POST 02/332 : **ARCHIVIST REF NO: 2022/ACSR34/NW**

SALARY : R269 214 per annum (Level 07)

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Bachelor's degree in Humanities/Social Sciences with majors (History, Anthropology, Public Administration, knowledge Management, Sociology, Indigenous knowledge) or recognised accredited Diploma in Archival Science or Records Management. 2-3 years relevant experience. Organisational skills, Research knowledge, Good written and verbal communication and interpersonal skills. Language proficiency in two of the official languages spoken in the North West Province. Computer literacy. Valid driver's licence and willingness to travel. Project management. Presentation and facilitation skills. Thorough knowledge of Archives and Records Management legislation and policies.

DUTIES : Implement the acquisition and processing of archives which will include the following activities: Arrangement and description of archives, preservation, data coding, reading room service, Retrieve the archival holdings within the context of the North West Province. Conduct verbal history programme. Forge partnership with tertiary institution, tribal authorities and civil societies in the Province. Implement public awareness and use of archival resources.

ENQUIRIES : Mr B Molokoane Tel No: (018) 388-3988

POST 02/333 : **ADMINISTRATION CLERK REF NO: 2022/ACSR35/NW**

SALARY : R181 599 per annum (Level 05)

CENTRE : Ngaka Modiri Molema District: Ramotshere Moilwa Service Point

REQUIREMENTS : A Grade 12 Certificate. Computer literacy especially MS Word, PowerPoint and Excel. Good interpersonal relations. Office management skills. Good

		communication skills. Ability to handle confidential matters. Ability to work under pressure.
<u>DUTIES</u>	:	Type documents, letters and memorandums. Perform regular administrative work in accordance with the Regulatory Framework and guidelines relating to general office functions. Render logistical administrative and personal administration support to the Sport, Recreation, Arts and Culture Office. Assist in arranging meeting, filing and safekeeping of confidential documents, photocopying and administration of documents. Assist in managing the telephone and reception area.
<u>ENQUIRIES</u>	:	Mr M.R Molefe Tel No: (018) 642 3972
<u>POST 02/334</u>	:	<u>SECRETARY TO THE DIRECTOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R181 599 per annum (Level 05)
	:	Head Office, Mmabatho
	:	Secretary to Director: financial management Ref No: 2022/ACSR36/NW
	:	Secretary to Director: supply chain management Ref No: 2022/ACSR37/NW
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications. Secretarial qualification or equivalent. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Skills: Sound organisational skills, Good people skills, High level of reliability, Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills.
<u>DUTIES</u>	:	Provide and maintain access and security of information and document. Manage incoming and outgoing information of the office. Render administrative and secretarial support to the managers when required. Administer an on-line and physical diary of the manager, manage information and data on behalf of the manager. Plan and schedule day to day tasks of the manager. Manage telephone calls and convey messages. Organize meetings/workshops/conferences and functions. Draft coherent submissions, executive reports, memoranda and letters. Type and edit correspondence. Prepare reports and minutes of meetings. Manage appointments and other logistical arrangements related to the activities of the manager including travel arrangements e.g. passports and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks. Accompany/attend meetings with the manager and compile minutes and reports. Perform administrative duties pertaining to office affairs. Support the manager's budget. Provide a professional reception service to internal and external guests and clients. Perform any other duties as will be required by the office.
<u>ENQUIRIES</u>	:	Ms M Moleele – Financial Management Tel No: (018) 388 2661 Ms T Naphakade – Supply Chain Management Tel No: (018) 388 2471
<u>POST 02/335</u>	:	<u>HUMAN RESOURCE CLERK (HR PLANNING AND SYSTEMS) REF NO: 2022/ACSR38/NW</u>
<u>SALARY CENTRE</u>	:	R181 599 per annum, (Level 05)
	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. A National Diploma in Human Resources Management will serve as added advantage. Relevant experience will serve as an advantage. Knowledge of Human Resource prescripts. Knowledge of practical establishment administration and functional knowledge of PERSAL. Computer literacy in the Microsoft Office package (especially Word, Excel). Good communication skills (verbal and written).
<u>DUTIES</u>	:	Assist with the implementation of the approved structure. Create/abolish/amend posts. Provide hands-on Establishment administration support to internal clients, monitor and assist with Establishment Administration exceptions Assist with the compilation of reports.
<u>ENQUIRIES</u>	:	Ms W Jacobs Tel No: (018) 388 2719
<u>POST 02/336</u>	:	<u>CLEANER REF. NO: 2022/ACSR39/NW (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R107 196 per annum (Level 02)
	:	Mmabatho Stadium - Ngaka Modiri Molema District
<u>REQUIREMENTS</u>	:	Abet qualification with two (2) year experience in a cleaning services environment. Ability to operate cleaning equipment's as well as cleaning methods and procedures. Good organising and interpersonal relationship.

- Basic literacy (ability to read and write and basic numeracy (ability to count). Reliable, hardworking, trustworthy and able to work as team.
- DUTIES** : Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, preparing boardrooms for meetings. Monitor cleaning materials and report stock levels. Utilise cleaning equipment and ensure their safe guarding. Keep the surrounding clean and tidy. Ensure that toilet are always clean. Preparing tea for the managers guests. Comply with Occupational Health and Safety standards.
- ENQUIRIES** : Mr. N Mohapi Tel No: (018) 392 4295

DEPARTMENT OF HUMAN SETTLEMENTS-NORTH WEST

- APPLICATIONS** : Applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag X2145, Mmabatho, 2735, hand deliver to Cnr Provident Drive and University Drive, West wing 2nd floor Garona Building, Mmabatho
- CLOSING DATE** : 17 February 2022, Time (15H00)
- NOTE** : The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. People with disability are encourage to apply. Applicants who previously applied for re-advertised positions are encouraged to re-apply. NB: The Department Reserves The Right Not To Make Appointments. Correspondence will be limited to short-listed candidates only directions to applicants: Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) (only when shortlisted) Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS PreEntry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two day competency assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. Directions on How to Fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", 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 your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not

applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent reappointment under part F must be answered. Declaration must be completed and signed Completed

MANAGEMENT ECHELON

- POST 02/337** : **CHIEF DIRECTOR CORPORATE SERVICES REF NO: H/S 01/2023**
Component: Chief Directorate: corporate services
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), all-inclusive remuneration package
: Mafikeng
: Matric/grade 12 plus Degree (NQF level 7) as recognised by SAQA) in Public / Governance Management or any other relevant equivalent qualification. Minimum 5 years relevant experience at Senior Management/ Director Level. Valid code '8/10 driver's Licence Competencies/Knowledge/Skills: Knowledge and Skills: Human Resource Management policies and Procedures, Government priorities, PFMA, Treasury Regulation, PSA, PSR Labour relations. Reporting procedures, Information system, Regulations and Amendments, SA Constitution, , Employment Equity Act 1998, Interpreting and evaluating information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork. Discipline, Financial Management.
- DUTIES** : Oversee management of information communication and technology services. Oversee provision of Human Resource and Utilisation Management. Oversee management of security and work environment services and Oversee implementation of strategic management, monitoring and evaluation services. Oversee provision of legal services. Manage audit and management queries. Management of staff performance and Perform ad hoc tasks as delegated by the HOD.
- ENQUIRIES** : Ms M Modisakeng Tel No: 018 388 4818
- POST 02/338** : **DIRECTOR HOUSING SUBSIDY ADMINISTRATION AND CLAIMS REF NO: H/S 02/2023**
Component: Chief Directorate Housing Development (Re-Advert)
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), all-inclusive remuneration package
: Mafikeng
: Matric/grade 12 plus Degree (NQF level 7) as recognised by SAQA) in Public Management or any other relevant equivalent qualification. Minimum 5 years relevant experience at Deputy Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of Public Service Legislations and other Regulations, Housing Development Policy and Acts, PFMA and DORA. Interpreting and evaluating information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork. Discipline, Financial Management.
- DUTIES** : Manage the Administration of Housing subsidies. Manage the processing of Housing claims. Manage the provision of deeds management services. Ensure proper timeous disbursement of the Housing fund through the processing of claims in respect of all Housing programmes. Manage and mitigate risks associated with the subsidy administration and claims directorate. Manage human and financial resources.
- ENQUIRIES** : Mr V. Bidi Tel No: 018 388 5510

POST 02/339 : **DIRECTOR: DR KENNETH KAUNDA DISTRICT: QUALITY ASSURANCE, PROJECT MONITORING AND IMPLEMENTATION REF NO: H/S 03/2023**
Component: Chief Directorate Housing Development
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), all-inclusive remuneration package
: Head Office (Mmabatho)
: Matric/grade 12 plus Degree (NQF level 7) as recognised by SAQA) in Project Management/ Built Environment/ Civil Engineering studies/ Human settlement. Minimum 5 years relevant experience at Deputy Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of the Constitution of RSA 1996 and other applicable legislative and regulatory requirements, policies and standards, ability to analyse complex information and large datasets, in-depth understanding of the Built Environment, experience in dealing with Municipalities, budget and financial management, economic and fiscal policy, government budget processes and financial analysis, vast knowledge of housing environment policy, extensive knowledge of PFMA and DORA, Interpreting and evaluating information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork. Discipline, Financial Management.

DUTIES : Management of the delivery of prescribed housing programmes within District. Management of the implementation of the National and Provincial Housing programmes and policies in the District. Source and oversee the implementation of a wide range of models and scenarios to establish Human Settlements and service delivery. Participate in the Development of the Departmental strategic plan and Annual Performance plan. Ensure that the business plan is in line with the priorities set out in the Provincial growth and development strategy and plan. Facilitate the development of a series of high-level plans for the establishment of centres of competence. Develop and implement a strategic partnership and engagement with the Department of Trade and Industry and other stakeholders in developing sustainable Human Settlements. Overall management of both financial and human resources for the directorate.

ENQUIRIES : Mr V. Bidi Tel No: 018 388 5510

POST 02/340 : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: H/S 04/2023**
Directorate: Financial Administration
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), all-inclusive remuneration package
: Head Office (Mmabatho)
: Matric/Grade 12 plus Bachelor Degree (NQF Level 7 as recognised by SAQA) in Financial Management/ Accounting/Internal control Management. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant experience Financial Management/ Accounting/ Internal Control/ Audit field at Deputy Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: In-depth knowledge and understanding of relevant legislation, prescripts and processes governing public service such as PFMA 1996, Treasury regulations, RAP, Labour relations Act, Financial manuals, and other relevant legislation and prescripts. Risk management & internal control methodologies and strategies. Knowledge of management and links of Government Financial Systems (BAS PERSAL and Walker). Strategic capability and leadership. Project Management. Financial Management and Accounting. Strong analytical and problem-solving skills. People management and empowerment. Computer skills.

DUTIES : Manage the Department's financial information systems. Manage the Department's revenue, debts and payments of creditors. Manage effective financial accounting services. Manage Department's financial planning, budgeting and reporting process. Ensure the development and maintenance of effective, efficient and transparent internal control and risk assessment/management of the unit. Management of staff performance and Perform ad hoc tasks as delegated by the CFO.

ENQUIRIES : Ms T Sewedi Tel No: 018 388 3601

POST 02/341 : **DIRECTOR: STATUTORY BODIES SECRETARIAT SERVICES REF NO: H/S 05/2023**
 (Re-Advert)
 Directorate: Statutory Bodies Secretariat Support Services

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), all-inclusive remuneration package
 : Head Office (Mmabatho)
 : Matric/Grade 12 plus Bachelor Degree (NQF Level 7 as recognised by SAQA) in Public Administration/Law, LLB or any other relevant, equivalent qualification. Public Service Pre-entry certificate for SMS will be required before appointment. 5 years relevant Deputy Director level experience in Rental Housing / Tribunal environment. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of prescripts and processes available in the public service i.e. PFMA, Treasury Regulations, RAP, Labour Relations Act, In-depth knowledge of Housing Act, policies and practices. Knowledge of public serviced reporting procedures. In-depth knowledge of Rental Housing Act. In-depth knowledge of Housing consumer protection measures Act. In-depth knowledge of Rental Housing Regulations and practices. In-depth knowledge of prevention of illegal eviction and unlawful occupation of land Act 19 of 1998.Strategic capability and leadership. Programme & Project Management. Financial Management and people management skills. Change management skills. Client orientation and customer focus. Analytic skills. Facilitation skills.

DUTIES : Manage the implementation of the rental housing Act in the province. Manage the promotion of the rental tribunal throughout the province. Manage and advice on complaints management process in respect of residential properties. Manage the effective utilisation of human and financial resources of the Directorate.

ENQUIRIES : Mr T Phetlhu Tel No: 018 388 5560

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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 02/342 : **MANAGER: MEDICAL SERVICES GRADE 1**
Cape Winelands District

SALARY : R1 227 255 per annum, (A portion of the package can be structured according to the individual's personal needs) plus a non-pensionable rural allowance of 18 % of basic annual salary)

CENTRE : Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: A minimum of three years appropriate experience after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid driver's license (Code B/EB) and willingness to travel. Willingness and skills to do after-hour's clinical work. Competencies (Knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Knowledge of organisational and management practices as applied to the analysis and evaluation of programmes and policies. Strong leadership, managerial and organizational skills. Good interpersonal skills, including public relations, negotiation, facilitation, and counselling skills as well as presentation and public speaking skills.

DUTIES : Ensure effective internal governance through efficient and effective strategic, operational and risk management of all health facilities in the Langeberg Sub District. Ensure effective external governance through liaison with all external stakeholders influencing service delivery within the Sub District, including statutory community governance structures such as the Health Facility Board and Clinic Committees, Non-Governmental Departments, and private partners. Ensure cost-effective delivery of health care services in Hospitals and Primary Health Care facilities and the community. Ensure effective management and control of human resources, employee relations and staff wellness in the Langeberg Sub-District. Ensure effective and efficient clinical and support services within the Sub-District. Ensure effective and efficient information management within the Sub District.

ENQUIRIES : Ms H Liebenberg Tel No: (023) 348-8102

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. Applicants will be subjected to competency assessment and practical test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview."

CLOSING DATE : 10 February 2023

POST 02/343 : **MEDICAL OFFICER GRADE 2 TO 3**
(Emergency and Clinical Services Support)

SALARY : Grade 2: R981 639 per annum
Grade 3: R1 139 217 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE : Directorate: Clinical Service Improvement

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years of relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years of relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. Inherent requirement of the job: Valid driver's license. Willingness to travel nationally or provincially. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Office based position. No work from home. Competencies (knowledge/skills): Advanced computer literacy. Ability to work under pressure and to meet deadlines. Ability to perform a detailed and critical analysis of the performance of the health care services and propose constructive interventions. Project management. Ability to review research papers/publications and to provide recommendations appropriate for the health system. Ability to investigate and interpret data. Clinical skills and insight. Sound written and communication skills in at least two of the three official languages of the Western Cape. Knowledge of innovations and improvements science methodologies. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently and to be able to work in or lead a team. Appropriate knowledge/experience in Public Health policy development and implementation. Appropriate Qualification in Public Health. Ability to travel to various districts and national office.

DUTIES

: Management of Financial and Human Resources. The incumbent will work closely with public health specialist to ensure a congruent approach within the Department of Health Western Cape. Contribute towards ensuring the effective rendering of Clinical Service improvement support in the Western Province. To streamline the care continuum across the province (identify and address bottlenecks). Drive the deployment of new service design strategies to ensure relevant, efficient and effective clinical care services in the WCGH&W health system. To lead and manage service design and re-design initiatives in the Directorate Clinical Service Improvement aligned to the departmental service priorities. The purpose of the Job is to provide Public Health Skills and technical support to the Directorate Clinical Service Improvement.

ENQUIRIES

: Ms L Najjaar Tel No: (021) 815-8865

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

: 10 February 2023

POST 02/344

: **PRIMARY HEALTH CARE MANAGER**
Garden Route District

SALARY

: R908 502 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE

: Mossel Bay Sub-District

REQUIREMENTS

: Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council (SANC). Experience: Appropriate/recognisable experience in District Health Systems and Management. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Good organisational, interpersonal, creative problem solving and research skills. Knowledge and understanding of the District Health System and

		Comprehensive Service Plan. Basic knowledge and experience in office administration, financial and procurement administration.
<u>DUTIES</u>	:	Overall strategic management of the PHC facilities in the sub-district. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Manage/support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM). Ensure efficient financial planning, control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning and Labour relations of PHC staff within the Sub-district. Ensure that prescribed policies and procedures are implemented and adhered to.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr J Botma Tel No: (044) 604-6101
	:	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>	:	10 February 2023
<u>POST 02/345</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) (EMERGENCY, ICU AND THEATRE)</u>
<u>SALARY</u>	:	R881 961 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e., Degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) drivers license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources, assets and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Baartman Tel No: (021) 938-4055
	:	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>	:	10 February 2023
<u>POST 02/346</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATION</u> Directorate: Communication
<u>SALARY</u>	:	R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town
	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree in Marketing/Communication/Public Relations/Advertising/ or equivalent qualification. Experience: Appropriate (mid to senior level) experience in communication/ and or marketing environment. Appropriate experience in reputation management through educational campaigns for a large organisation, incorporating all aspects of campaign elements. Appropriate experience with regard to culture change and change

management. Inherent requirements of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to think strategically, recommend and implement ideas Sound problem-solving and presentation skills. Ability to inspire and motivate towards a shared vision Ability to handle matters of a confidential nature. Computer literacy (MS Excel, Word, PowerPoint, Outlook and social media). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Coordinate and facilitate the design and implementation of the communication plans, programmes and campaigns. Client management. Identify and maximise opportunities to enhance the transversal departmental reputation across internal and external stakeholders. Building the brand and reputation via public relations and issues monitoring through media liaison. Supervisory functions.

ENQUIRIES : Ms M Champion Tel No: (021) 483-3245

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 : 10 February 2023

POST 02/347 : **DEPUTY DIRECTOR: FINANCIAL INFORMATION MANAGEMENT AND SUPPORT**

Directorate: Management Accounting

SALARY : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Undergraduate Degree, Relevant 3 year qualification (NQF level 6 or 7): Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics or Accounting. Microsoft Certified Solutions Associate (MCSA) / Microsoft Certified Solutions Expert (MCSE) certification will be advantageous. Experience: Appropriate experiences in financial data analysis. Appropriate experience with Microsoft Technologies. Specifically, Power BI, SQL Server, etc. Competencies (knowledge/skills): Knowledge of Public Service Acts: policies and regulations; ICT Training, People Management, Finance, ICT Systems, ICT Security, Business and Systems analysis, Architecture and Frameworks, Technical standards and procedures, Needs and priorities of stakeholders, Planning and organising, Project Management, Managerial functions, Organising, Research, Computer utilisation, Policy formulation, Financial management, Project management, Decision making, Exceptional creativity is required to develop completely new methods / policy / strategy / understanding / thought leadership; Planning and co-ordination; Problem solving, Change and diversity management, Conflict management, Analytical thinking, Thought leadership, Management to ensure that performance standards remain adequate and that responsibilities are adhered to within budget limits, Adaptability to meet the goals of the organisation.

DUTIES : Manage and promote the integrity of financial data quality. Maintain the Cost Centre Master File (CCMF) at Health Facilities and Operational MESOs in the WCGH. Liaison with all stakeholders to ensure data integrity towards the monitoring of relevant financial data and data fields. Assess and monitor data source updates. Facilitate engagements with all stakeholders for review and improvement of financial related data and knowledge. Develop financial business reports which inform planning, statutory compliance and decision making. Manage the financial data, analytics. Provide oversight on the statistical analysis and data collection instruments to ensure reliability and validity. Ensure data analysis regarding financial business intelligence on predetermine times and on request to inform cost effective strategic management decisions. Ensure optimisation of current financial processes and efficient data analysis to inform strategic management decision-making. Capacitate all departmental stakeholders on the financial data collection instruments. Provide oversight on the statistical analysis of the quantitative data collected to report on specific financial programmes, Liaison with all stakeholders relating to standardised reporting requests as well as ad hoc requests. Provide guidance and financial expertise regarding the implementation of financial software solutions in terms of departmental planning and management decision making. Collate input regarding the

reporting requirements to inform the design and of financial software solutions/ programmes. Participates in and collaborates with IT professionals in the development and testing of the software solutions to ensure the business requirements are met. Ensure the implementation of financial software solutions at all health facilities. Plan, organise and control activities of staff as well as the performance management of team.

ENQUIRIES APPLICATIONS : Ms D Mogane Tel No: (021) 815-8786
NOTE : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE : No payment of any kind is required when applying for this post.
 : 10 February 2023

POST 02/348 : **CANDIDATE QUANTITY SURVEYOR**
 Directorate: Engineering and Technical Services
 (3 Year Contract)

SALARY : R559 905 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration as Candidate Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Experience: No experience required. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Knowledge of risk analysis and risk mitigation strategies. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Support the QS to develop, interpret and customize cost, functional and technical norms and standards. Support the QS to develop templates and assist in the drafting of standard tender and contract documentation. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare schedules for Capital and maintenance projects for U-amp and budget statements. Contribute towards the compilation of briefing documentation and specifications. Support the monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES APPLICATIONS : Mr C Badenhorst Tel No: (021) 918-1890
NOTE : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE : No payment of any kind is required when applying for this post.
 : 10 February 2023

POST 02/349 : **CHIEF RADIOGRAPHER: NUCLEAR MEDICINE**

SALARY : R487 305 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiographer in Nuclear Medicine. Experience: A minimum 3 years appropriate experience after registration with the HPCSA as Radiographer in Nuclear Medicine. Inherent requirement of the job: Must be able to work with Adults and Paediatric patients. Must be willing to work shifts as determined by the radiography management. Must be willing to work in a multidisciplinary team. Competencies (knowledge/skills): The candidate must have managerial skills and experience. Must have knowledge of radiation protection and safety. The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. The ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel, and PowerPoint). Good interpersonal skills.

DUTIES : Be responsible for the control, supervision, delegation, and coordination of activities in the department. Produce Nuclear Medicine imaging and laboratory

procedures of high standards. Manage workflow on a Nuclear Medicine information management system. Provide optimal patient care. Ensure quality assurance and application of suitable radiation protection. Knowledge of use and care of Imaging Equipment. Supervise production radiographers re performance.

ENQUIRIES : Ms M Klein Tel No: (021 938 4268/6002).
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 : 10 February 2023

POST 02/350 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL NURSE TRAINING UNIT)**
Chief Directorate: Metro Health Services

SALARY : R464 466 per annum (PN-A5)
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: ay be required to work shifts and public holidays, provide after-hours cover for hospitals, and assist in departments. Willingness to assist accredited Training schools with external practical examination assessment of students as required. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (Word, Excel, PowerPoint). Appropriate recognisable experience in nursing training. Ability to facilitate training, critical thinking, reasoning and excellent interpersonal and leadership skills. Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the national Qualifications Framework; Skills Development Act; Department of health training policies and procedures i.e. Study by Assignment; community, Problem and Outcomes Based Education. Excellent communicate in at least two of the three official languages of the Western Cape.

DUTIES : Management of the Clinical Training Unit – effective supervision and leadership Strategic and annual operational planning; implement advanced technology (multi-media training modules). Ensure the unit meets the regulatory SANC accreditation and office of Health Standards Compliance for training. Clinical Training program coordination - Facilitate informal and formal nurse education and in-service training; induction and orientation; manage basic and post-basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher education Institutions regarding student matters. Provide professional, technical and educational support for the maintenance of quality childcare through proper management of nursing care programmes. Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality Assurance – Skills audits, training impact analysis, nursing education surveys and research; information management; Monitoring and evaluating training programs, service quality, standard operating procedures and quality improvement programs. Delivering an effective support service to the Nursing Component and the institution.

ENQUIRIES : Ms M Dubru-Shunmugam Tel No: (021) 799-1125
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 : 10 February 2023

POST 02/351 : **MEDICAL PHYSICIST: GRADE 1 TO 3 (5/8TH POST)**

SALARY : Grade 1: R432 678 per annum
Grade 2: R490 071 per annum
Grade 3: R590 334 per annum

		(A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital
	:	Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: 16 Years appropriate after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation, particularly concerning diagnostic radiology. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.
<u>DUTIES</u>	:	Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Divisions of Diagnostic Radiology and Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulator compliance. Assistance with equipment tender preparation, evaluation and commissioning. Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Trauernicht Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za
	:	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.
	:	10 February 2023
<u>POST 02/352</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 TO 3</u> Chief Director: Metro Health Services
<u>SALARY</u>	:	Grade 1: R413 688 per annum Grade 2: R487 305 per annum Grade 3: R574 020 per annum
<u>CENTRE REQUIREMENTS</u>	:	Gugulethu Community Health Centre
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Inherent requirement of the job: Willingness to perform after-hour and weekend duties. A valid driver's licence (Code B/EB. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis and be able to serve patients in at least two of the three official languages of the Western Cape. Ability to work independently and

in a team with good interpersonal skills. Thorough knowledge of ante-natal, ante-natal Doppler paediatric, gynaecology- and abdominal-ultrasound studies. Completion of supplementary courses on diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and postgraduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (OSG) imaging in Gugulethu CHC/ MOU). General care of patients as part of a multidisciplinary team. Effective administration within the ultrasound unit regarding patient service. Appropriate referral as well as equipment management. Maintain case records and statistics. Actively take part in CPD- program, as a learner as well as in In-service training.

ENQUIRIES : Sr T Kami Tel No: (021) 699-8624/Tandiswa.Kami@westerncape.gov.za
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. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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 a change in registration status)"

CLOSING DATE : 10 February 2023

POST 02/353 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)**
 Garden Route District

SALARY : Grade 1: R400 644 per annum (PN-B1)
 Grade 2: R492 756 per annum (PN-B2)

CENTRE : Knysna/Bitou Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1 year in Ophthalmic Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years of 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/recognizable experience in Medical and Surgical Nursing Science: Ophthalmology after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for the operational management of Sub-district Ophthalmic Health Services, (i.e. hospitals; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.

ENQUIRIES : Ms PM Peters Tel No: (044) 302-8436
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 qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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 Medical and Surgical Nursing Science: Ophthalmological Nursing with the South African Nursing Council."

- CLOSING DATE** : 10 February 2023
- POST 02/354** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL TRAINING CO-ORDINATOR FOR PRIMARY HEALTH CARE AND ACUTE SERVICES)**
Garden Route District
- SALARY** : Grade 1: R400 644 per annum (PN-B1)
Grade 2: R492 756 per annum (PN-B2)
- CENTRE** : Knysna Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Communication skills in at least two of the three official languages of the Western Cape. Basic computer skills in MS Word, Excel, and Outlook. Relevant knowledge, skills and experience in training and practical mentorship.
- DUTIES** : Training needs analysis of health science professionals and health workers. Planning and coordinating clinical training programmes and maintenance of competence intervention of health personnel. Presentation, facilitation and coordinate of formal and in-service training programmes. Monitoring, evaluation and reporting on health/clinical training and skill development programmes (quarterly and annual reports). Conduct the necessary administrative and interactive, communicative duties required for efficient and effective training and skills development. Monitor and assist with the improvement of technical quality which includes morbidity and mortality reviews.
- ENQUIRIES** : Ms PM Peters Tel No: (044) 302-8400
- 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** : 10 February 2023
- POST 02/355** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : Grade 1: R400 644 per annum (PN-B1)
Grade 2: R492 756 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 8% of basic salary).
- CENTRE** : Dysselsdorp 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. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as 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. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as

Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty of learning opportunities that foster professional growth and improvement in nursing and health care. Inherent requirements of the job: Registration with the SANC as a Professional Nurse and proof of current registration. Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).

DUTIES : Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy & Health Support, Infrastructure & Equipment Management.

ENQUIRIES : Ms J Matyhila Tel No: (044) 203-7205

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 : 10 February 2023

POST 02/356 : **PROFESSIONAL NURSE: GRADE 1 TO 2 SPECIALTY: THEATRE (CLINICAL FACILITATOR)**

SALARY : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year, in Operating theatre technique, registered with the South African Nursing Council. Registration with a professional council: 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 Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Must be prepared to work shifts, weekends, and public holidays.

DUTIES : Identify and co-ordinate 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) 9384055

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 : 10 February 2023

POST 02/357 : **ASSISTANT DIRECTOR: FINANCE**

SALARY : R393 711 per annum

CENTRE : Western Cape College of Nursing

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Financial accounting, Financial Management or a related financial field. Experience: Appropriate experience and advance proficiency in Financial and Management Accounting. Appropriate management level experience within a Financial Accounting or similar environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of best practices in procurement. Working knowledge and experience of computerized Management Financial systems (BAS/LOGIS) related to Assets and Liabilities accounts, debts, revenue and

payments. Extensive knowledge of National and Provincial polices and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Appropriate and proven managerial experience showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regards to human resources. Excellent communication and conflict management skills. Proven computer literacy with proficiency in i.e. MS Word, Excel and PowerPoint.

- DUTIES** : Pro-Active management and maintenance of the expenditure and revenue budgets of the college. Ensuring timely and accurate financial and management information for strategic decision-making. Assist with the development of revenue generation opportunities and overseeing effective revenue collection and debt control. Ensuring effective and efficient control measures and internal control systems. Implement Internal controls to ensure compliance with standing financial regulations and instructions. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for the college. Administer the College Council Funds. Assist with Year-end and In-Year Monitoring (monthly) reporting and compliance controls. Supervision, training and development of staff within the component.
- ENQUIRIES** : Dr T Mabuda Tel No: (021) 940 4402
- 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** : 10 February 2023

POST 02/358 : **ASSISTANT DIRECTOR: HR (PEOPLE ADMINISTRATION)**
Directorate People Management Planning and Practices (Based on the premises of Karl Bremer Hospital)

- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources related field Experience: Appropriate experience in all aspects of people administration. Appropriate experience in people development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience Inherent requirements of the job: Valid (Code B/EB) driver's license.

DUTIES : Responsible for the rendering of an efficient people administration service to the Directorates Engineering and Technical Services, Facility Management as well as Health Technology relating to all aspects of people administration such as appointments, secondments, transfers, probations, OSD matters, all termination types, allowances as well as leave administration. Responsible for effective management and monitoring of APL, Recruitment and Selection processes, establishment Control and Performance Management System. Ensure compliance with Auditor-General's requirements and responsible for HR audit reports and HR compliance Monitoring instruments. Management of the EPWP Program and recruitment and placement of Interns as well as the budget process. Ensure the Implementation of People development policies, prescripts and Institutional Workplace Skills Plans. Responsible for Labour Relations matters and provide expert advice and guidance to management and employees. Management and development of staff.

- ENQUIRIES** : Mr H Herbert Tel No: (021) 483 4029
- 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** : 10 February 2023

POST 02/359 : **SCRUM MASTER: INFORMATION TECHNOLOGY**
Directorate: Information Technology

- SALARY** : R393 711 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in IT Project Management (or equivalent) and appropriate experience in Project Management. Experience: Appropriate experience in Agile Project Management. Appropriate experience in IT Systems Development. Inherent

requirements of the job: Valid Code (B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): Knowledge of Project Management, Scrum Master, PMBOK, PRINCE2, Supply Chain Management experience. Budgeting. IT Technical skills. Computer Literacy (MS Office package), MS Outlook. Problem solving and reporting, data analysis skills. Time management. Sound knowledge regarding matters related to the post.

DUTIES : Manage and implement standards and procedures related to systems development Plan and Co-ordinate key projects. Manage project resources and co-ordinate project forums/ meetings. Agile ceremonies and practices. Manage risks and impediments related to Development projects. Manage monitor and evaluate vendor performance against contracts and Service Level Agreements for Development Projects. Regular reporting to Management on the status of Development Projects. Manage the relationship between the Department and relevant stakeholders. Manage staff with reference to development, labour relations and people practices.

ENQUIRIES : Mr N Fredericks Tel No: (021) 483-5879

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 : 10 February 2023

POST 02/360 : **ASSISTANT DIRECTOR: HEALTH INFORMATION MANAGEMENT**

(Contract Appointment until 31 July 2026)

Emergency and Clinical Services Support

SALARY : R393 711 per annum, plus 37% in lieu of service benefits

CENTRE : Directorate: Service Priorities and Coordination

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Inherent Requirements: Advanced computer literacy in MS Office. Experience: Appropriate experience in Data Quality Management, Interpretation and Analysis. Appropriate experience in Health Sector HIV/Aids, Primary Health Care Systems, local and National Health management. Appropriate experience in the Monitoring and Evaluation of Programmes. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Valid Driver's license. Willingness to travel to the districts and national office (DOH). Competencies (knowledge/skills): Familiar with the health information systems within the WCDOH. Good written and communication and presentation skills in at least two of the three official languages of the Western Cape. Hands-on knowledge and skills in designing tools, planning, implementing, monitoring and evaluation of PMTCT, HIV Prevention & Treatment and TB programmes and the 909090 Framework. The ability to perform a detailed and critical analysis of the performance of the healthcare service and propose constructive interventions and reports of a high standard.

DUTIES : Assist with planning, developing, and implementing strategies and frameworks and refining a dashboard to track and trend performance towards 909090 in WCDOH. Coordinate and ensure updating of SPC Data Technical Support for WC Department of Health (DOH). Ensure effective inter-sectoral collaboration and Linkage between DoH and Non-Profit Organisations. Ensure monthly and quarterly reporting and monitoring and Evaluation of SPC programmes inclusive of 909090. Participate as key member of the Service Priority Coordination Team as required to give effect to a health systems response. Providing Health Information Systems Technical Support.

ENQUIRIES : Dr H Goeiman, Tel No: 021 483 5751

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 : 10 February 2023

POST 02/361 : **ASSISTANT DIRECTOR: FINANCE (PATIENT ADMINISTRATION, REVENUE AND INFORMATION MANAGEMENT)**

Chief Directorate: Metro Health Services

SALARY : R393 711 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree Experience: -Appropriate experience in Revenue Management,

Patient Administration, Medical Records and Case Management. -Appropriate experience in Information Management, within the Clinicom environment. - Appropriate Management and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge /skills): Extensive knowledge of medical records, revenue, information systems (HIS/Clinicom/JPFS, Sinjani and BAS), as well as ICD 10 coding. -Ability to compile, interpret, analyze reports, and knowledge of the Public Finance Management Act and Hospital Fees Memorandum Chapter 18. -Management supervisory and leadership skills, interpersonal relations and computer literacy (MS Word, Excel and PowerPoint). -Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal)

DUTIES : Overall management of the reception, admissions, medical records, revenue and information management sections. -Budget, cash and debt management. -Monitor, control, analyze, interpret and report monthly statistics of departments. -Maintain financial and patient information systems and provide technical support to end users. -People management functions within sections.

ENQUIRIES : Ms C Pelsler Tel No: (021) 8265 791

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to complete a practical test.

CLOSING DATE : 10 February 2023

POST 02/362 : **ORAL HYGIENIST GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum
Grade 3: R459 126 per annum

CENTRE : Central Karoo District Office (PHC Outreach & Support)

REQUIREMENTS : Minimum educational qualification: Bachelor's degree in Oral Health or Diploma in Oral Health accompanied by a certificate of expanded functions. Experience: **Grade 1:** None after registration as Oral Hygienist with the HPCSA in respect of SA qualified employees. 1 year relevant experience after registration as Oral Hygienist 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 10 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Oral Hygienist 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 20 years appropriate experience as Oral Hygienist after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. A minimum of 21 years relevant experience after registration as Oral Hygienist 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. Registration with a professional council: Registration with the HPCSA as Oral Hygienist. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel long distances.

DUTIES : Organise and conduct oral health promotion campaigns throughout the Central Karoo District. Rendering of preventive oral health services throughout the Central Karoo District, both at clinics and at creches / schools. Rendering oral health treatment services throughout the Central Karoo District as per scope of practice. Monitoring and evaluation of preventive programmes. Performing administrative duties.

ENQUIRIES : Dr V Arendse Tel No: (023) 414 8200

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 : 10 February 2023

POST 02/363 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (REPRODUCTIVE BIOLOGY)**

SALARY : Grade 1: R332 427 per annum
Grade 2: R389 754 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R459 126 per annum</p> <p>: Grootte Schuur Hospital, Observatory</p> <p>: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Competencies (knowledge/skills): Knowledge and skills in the techniques required to work in a human gamete and embryology laboratory are essential. This includes competencies in assisted reproductive technology, andrology, quality control and management including handling and maintenance of laboratory equipment. In addition, knowledge of the key principles of human reproduction are needed. Additional necessary competencies include skills in human interaction, communication, multi-disciplinary team participation as well as computer skills.</p>
<u>DUTIES</u>	<p>: He/she will be expected to provide laboratory services related to assisted reproductive technology (ovum pick-ups, in vitro fertilization, assisted fertilization, embryo transfer and oocyte and embryo cryopreservation). Sperm analysis, sperm preparation, sperm cryopreservation as well as participation in the laboratory quality assurance and quality control programme are important components of the job. Administrative tasks relate to the daily running of the laboratory and include record-keeping and data capture. The incumbent will be expected to be part of the provision of patient-centred care. Additional outputs include supervision and training of junior staff and participation in other academic and in research activities of the laboratory and unit.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Prof S Dyer Tel No: 021 404 4485</p> <p>: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")</p>
<u>NOTE</u>	<p>: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application.</p>
<u>CLOSING DATE</u>	<p>: 10 February 2023</p>
<u>POST 02/364</u>	<p>: <u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Service</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R331 188 per annum</p> <p>: Valkenberg Hospital</p> <p>: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate hospital experience in the areas of Patient Administration (includes Mental Health Care and Waiting List Coordination), and Case Management. Appropriate experience in Hospital Information Systems. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): -Computer literate in MS Office. Basic understanding of patient service delivery. Knowledge of UPFS, ICD-10 Coding, EDI Procedure, Medical Scheme Act 131 of 1998, PFMA of 1999, hospital information systems (e.g., Clinicom, AR, JAC, BI) and the Mental health Care act (No 17 of 2002). Good interpersonal skills and the ability to act independently, objectively and confidently. The ability to communicate in at least two of the three official languages of the Western Cape.</p>
<u>DUTIES</u>	<p>: Overall management and monitoring of admission, ward support, medical record, private patient fund, mental healthcare and waiting list sections. Improve patient flow and folder administration. Sound communication with respect to updating clinical information for externally funded clients and audit of H2-P invoices. Clear interpretation and implementation of policies, protocols and procedures relating to case management, admissions, ward administration, medical record, private patient fund and mental healthcare compliance. Supervision of staff and liaison with relevant role players in matters relating to the areas of admission, ward support, medical record, private patient fund and mental healthcare and waiting list sections. Evaluate and Monitor ICD 10- Coding for externally funded and all other patients.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Ms C Pelser Tel No: (021) 826-5791</p> <p>: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")</p>

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to undergo a practical test.

CLOSING DATE : 10 February 2023

POST 02/365 : **COMMUNITY LIAISON OFFICER**
Central Karoo District

SALARY : R331 188 per annum
CENTRE : Central Karoo District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Social Science/Social Development/Communication/Community Development. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid driver's licence (Code B) and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy.

DUTIES : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the communities and health in order to realize community participation in Health. Overall coordination and monitoring of the on-going activities within the committees and community structures within the Central Karoo District in order to build healthy communities (Wellness and events). Assist and support with the establishment and implementation of clinic committees/statutory structures. Consolidate and prepare all relevant reports.

ENQUIRIES : Ms J Nel Tel No: (023) 414-3590
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 : 10 February 2023

POST 02/366 : **ARTISAN FOREMAN: GRADE A (ELECTRICAL)**
Cape Winelands Health District

SALARY : Grade A: R318 090 per annum
CENTRE : Ceres Hospital/Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Certificate in Electrical Artisanhip. Experience: 5 years' appropriate post-qualification experience in the relevant field of electrical. Inherent requirements of the job: Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. A valid wireman's license. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and PowerPoint. Sound knowledge of managing a workshop and staff members including all maintenance facets. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

DUTIES : Implement the operational planning of the electrical component, including preventative maintenance, repairs and report writing. Management of budget and expenditure. Manage risks in accordance to the OHS Act. Management of Human Resources.

ENQUIRIES : Ms A Pietersen Tel No: (023) 316-9601
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. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.
CLOSING DATE : 10 February 2023

POST 02/367 : **INDUSTRIAL TECHNICIAN PRODUCTION (ELECTRICAL/MECHANICAL) (X2 POSTS)**
Engineering and Technical Services (Professional Service, Bellville)

SALARY : R269 214 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: National Diploma in Engineering (Electrical/Mechanical), or an equivalent relevant qualification. Experience: Appropriate post-qualification experience. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province. Valid driver's licence. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act of 1993, the Health Act and Regulations, Act 61 of 2003 and the Engineering Profession Act of 2000. A good knowledge of computer programs such as MS Office and Auto Cad. Ability to draft specifications. Good written and verbal communication.

DUTIES : Assist the Engineering component with technical activities in line with statutory and regulatory requirements. Produce technical designs with specifications. Assist the Engineering component to maintain a maintenance strategy through the provision of appropriate structures, maintenance standards, specifications and contract- and project management. Maintain the system to collect credible data on the use of utilities by Health facilities. Assist to control, monitor and report on all resources to ensure sound risk practices. Provide management information into the operations of the professional services component. Liaising with clients, stakeholders and relevant councils.

ENQUIRIES : Mr C Badenhorst Tel No: (021) 830-3757
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 10 February 2023

POST 02/368 : **ADMINISTRATIVE OFFICER: HEALTH SUPPORT (INSPECTORATE)**
Directorate: Assurance

SALARY : R269 214 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: A Higher Certificate (NQF5) in Administration/Business/Finance/Health field (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team-building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. Client and task orientated. Sound knowledge of the functions and duties of the Provincial Government Western Cape. Sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Assist in the office with regard to private health facility and community mental health licensing and inspections, planning and assisting in the execution of such inspections and handling the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Offices of the Assistant Director and Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assisting with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.

ENQUIRIES : Mr B Sinoni Tel No: (021) 483-9259/ 061 433 6711
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 : 10 February 2023

POST 02/369 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Overberg District

SALARY : R181 599 per annum
CENTRE : Caledon Clinic, Theewaterskloof Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/Tier.net) will be to your advantage. Training Skills. Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context. Advanced computer literacy (Ms Office: Word, Excel, and PowerPoint).

DUTIES : Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in a prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management training and monitoring data trends in Sub-district. Implement Information Management Policies and Guidelines. Engagement with stakeholders, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic), DITCOM processes and IT assistance (locally) in conjunction with the provincial office.

ENQUIRIES : Mr M Engelbrecht Tel No: (028) 212-1572
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 : 10 February 2023

POST 02/370 : **ADMINISTRATION CLERK**
(1-Year Contract Post)
Supply Chain Management (Western Cape Health Warehouse)

SALARY : R181 599 per annum, plus 37% in lieu of service benefits
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior certificate or equivalent qualification. Inherent requirement: Valid Code (EB/B) drivers' licence. Competencies (knowledge/skills): Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Experience: Experience in office administration and rendering support services in an administrative environment, store or warehouse. Experience in providing support service functions in an administrative setting.

DUTIES : Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.

ENQUIRIES : Mr Q Manuel Tel No: (021) 483-6407 or email: Quinton.Manuel@westerncape.gov.za

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

NOTE : Candidates may be required to do a practical test.
CLOSING DATE : 10 February 2023

POST 02/371 : **ADMINISTRATION CLERK: ADMISSIONS (SUPPORT)**
Garden Route District

SALARY : R181 599 per annum
CENTRE : Oudtshoorn Clinic, Oudtshoorn Sub-district.
REQUIREMENTS : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Appropriate experience in PHCIS. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official Languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work

independently and in a multi-disciplinary team. Computer literacy and data capturing.

DUTIES : Admit, register patient on PHCIS and ensure availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders, and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock control. Act responsible with regard to service ethics, norms, and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES : Ms LM Muller Tel No: (044) 272-7682

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 : 10 February 2023

POST 02/372 : **ADMINISTRATION CLERK: FINANCE**
Garden Route District

SALARY : R181 599 per annum

CENTRE : Garden Route District Office

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 practical experience in BAS (Basis Accounting System). Inherent requirement of the job: A valid (Code B/EB) drivers' license. Willing to travel and overnight away from home to assist with work in Sub-districts. Competencies (knowledge/skills): Competent in MS Word and MS Excel (level 1). Assets and Liabilities account especially Debt Management. Debtors Payments. Financial Management Procedures. Financial Month, Year-end book closing procedures.

DUTIES : Control manage and clear various Assets and Liabilities accounts. Process BAS payments, Journal entries and other miscellaneous BAS entries. Control of Petty Cash payments. Reconcile of debtor's accounts, NPO claims, S&T claims. Management of Staff Debt. File and safekeeping of financial records.

ENQUIRIES : Ms PVV Arries Tel No: (044) 803-2773

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 : 10 February 2023

POST 02/373 : **ADMINISTRATION CLERK: SUPPORT**
Directorate: Service Priorities Coordination
Directorate: Government to Government, Rural Health Services, Garden Route District Office, George
(G2G Fixed Term 12 Months Contract)

SALARY : R181 599 per annum, (Annual salary plus 37% in lieu of service benefits)

CENTRE : Emergency and Clinical Services Support

REQUIREMENTS : Minimum educational qualification: A Senior Certificate (or equivalent). Experience: Appropriate office administrative experience. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel on a regular basis to facilities in the Garden Route District. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Health Sector HIV/AIDS and Primary Health Care Systems. Ability to communicate in two of the three official languages of the Western Cape. Good interpersonal skills and the ability to act independently, objectively and confidently. Ability to work under pressure, handle a high workload and adhere to deadlines.

DUTIES : (key result areas/outputs): Provide general administrative support to the Directorate: Service Priorities Coordination Department, G2G agreement. Provide administrative support with programme logistics, minute taking during meetings and telephonic and email communications and follow-ups when required. Provide administrative support with record keeping, filing and archiving. Provide administrative support with travel arrangements of staff in the department. Collect, administrate and monitor receipt of data/information for the compilation of health programme reports.

ENQUIRIES : Ms A Van Zyl Tel No: (021) 815-8706

- 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 will be subjected to a practical test.
- CLOSING DATE** : 10 February 2023
- POST 02/374** : **ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMINISTRATION) (X3 POSTS)**
- SALARY** : R181 599 per annum
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: A Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration. Inherent requirement of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Excellent written and verbal communication in at least 2 of the official languages of the Western Cape. Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision.
- DUTIES** : Handling of state monies. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices. All reception, clinic, ward duties as well as special offices. Working knowledge of CLINICOM. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system.
- ENQUIRIES** : Mr LJ Heynes Tel No: (021) 938 5186
- 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** : 10 February 2023
- POST 02/375** : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT (PEOPLE MANAGEMENT)**
Chief Directorate: Rural Health Services
- SALARY** : R181 599 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 12 or equivalent qualification. Experience: Appropriate experience in Human Resource Management. Competencies (knowledge/skills): Computer literacy. Good communication skills. Good interpersonal skills. Proficiency in two of the three official languages of the Western Cape. Ability to meet deadlines and maintain confidentiality.
- DUTIES** : Responsible for preparation and capturing of appointments, resignations, leave, service benefits, allowances, pension administration, salary administration, housing, injury on duty, distribution of monthly payslips, debt management, verify documents, qualifications, audits. Attend to personnel enquiries and correspondence. Filing of personnel data. Responsible for capturing of all personnel transactions. Maintain registers ie PILIR, RWOEE, Appointments, and Service Terminations. Provide effective support to supervisor and colleagues.
- ENQUIRIES** : Mr CL Appollis Tel No: (021) 860-2845
- 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** : 10 February 2023
- POST 02/376** : **ADMINISTRATION CLERK: REGISTRY (PAIA UNIT)**
Directorate: Information Technology (Sub-directorate: Records Management)
- SALARY** : R181 599 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Grade 12 / Senior certificate (or equivalent). Experience: Appropriate experience administration and clerical functions.

Appropriate PAIA experience. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge /skills): Computer literacy. Attention to detail. Ability to maintain and exercise confidentiality. Ability to cope with pressure and adhere to deadlines. Good customer care, interpersonal and communications skills. Organisational and networking skills.

DUTIES : Assist clients to correctly access the PAIA process. Screen all PAIA requests for procedural correctness. Maintain an accurate register of PAIA requests. Source and obtain records from within the Department of Health. Maintain all PAIA records and correspondence. Monitor and report on the progress of all PAIA requests. Provide support, feedback and data to the supervisor.

ENQUIRIES : Mr E Reynolds Tel No: (021) 483-4661

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 : 10 February 2023

POST 02/377 : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**

SALARY : R181 599 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Medical Records or Registry Services. Inherent requirements of the job: Willingness to rotate and/or relief personnel. -Willingness to work shifts. Competencies (knowledge/skills): Computer Literacy. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Issue and receive folders. Prepare of folders for scanning. File tracking on Hospital Information System and Trace misfiles. Handle telephone enquiries. Responsible for archiving folders. Issue folders on micro bundles. Ensure folders are indexed correctly. Scan folders daily.

ENQUIRIES : Ms M Xontana Tel No: (021) 938-4512

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 : 10 February 2023

POST 02/378 : **HEALTH PROMOTER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R151 884 per annum

CENTRE : Bothasig Community Day Centre (X1 Post)
Ruyterwacht Community Day Centre (X1 Post)

REQUIREMENTS : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Computer literacy.

DUTIES : Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with the community's health co-ordinating structures, departments, local government and other stakeholders to promote an integrated approach to health care. Implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep an effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.

ENQUIRIES : Ms C Lloyd Tel No: (021) 818-0940

APPLICATIONS : The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-Structure Office, Bellville Health Park, Private Bag X 1, Bellville, 7535.

FOR ATTENTION : Mr C Davids

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

CLOSING DATE : 10 February 2023

POST 02/379 : **TELECOM OPERATOR**

SALARY : R151 884 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard in a hospital environment, a messaging, paging and VoIP system. Inherent requirements of the job: Shift work, night shift including weekends and public holidays. Work overtime when required by operational requirements. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal skills. Excellent telephone etiquette. Computer literacy (MS Office: Word and Excel). Ability to operate electronic Switchboards and paging system. Knowledge of handling alarm systems related to the switchboard.

DUTIES : Effective telecommunication skills. Effective performance of duties, paging, handling and answering and directing of calls. Maintain internal telephone directory. Report all faults and other technical services to the supervisor. Ensure that the switchboard and telephone equipment is in working order. Report all faults to technical service providers. Assist with administration duties at the Telephone Exchange. Provide secretarial, clerical and administrative support to the supervisor.

ENQUIRIES : Ms SL Daniels Tel No: (021) 860-2857
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
FOR ATTENTION : Mr. K Cornelissen.
NOTE : Short-listed candidates may be subjected to competency testing. No payment of any kind is required when applying for this post.

CLOSING DATE : 10 February 2023

POST 02/380 : **FOOD SERVICES SUPERVISOR**

SALARY : R151 884 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7 certificate). Experience: Appropriate Food Services Experience within a similar environment. Inherent Requirement of the Job: Willingness to work shifts, weekends and on public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Computer literate (Windows, Word, Excel). Competencies (knowledge/skills); Recommendations for additional educational qualifications and/or experience: Knowledge of the Labour Relations Act, Occupational Health and Safety Act and protocol with regards to nutrition. Sound interpersonal and communication skills. Knowledge of the handling of industrial equipment. Ability to work under pressure. Willingness to perform shift duty. Ability to speak two of the three official languages of the Western Cape.

DUTIES : Adhere to and implement Occupational Health and Safety standards. Effective Human Resource Management within the unit. Adhere to and implement Food Hygiene policies and protocols. Cost-effective stock supply and control. Supervise, plan and execution of activities within the Food Service Department. Responsible for monthly reporting.

ENQUIRIES : Mr R Cupido Tel No: (021) 571-8040
APPLICATIONS : The Director: Metro District Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.
FOR ATTENTION : Mr.F.Le Roux
NOTE : No payment of any kind is required when applying for the post.
CLOSING DATE : 10 February 2023

POST 02/381 : **ARTISAN ASSISTANT**
Garden Route District

SALARY : R151 884 per annum
CENTRE : Oudtshoorn and Kannaland Sub-district (Stationed at Oudtshoorn Hospital)
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of hospital plant, laundry equipment and machinery. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime and do standby duties. Must be able to perform physical labour. Competencies (knowledge/skills): Ability

to function independently, plan ahead (proactive) and work in a team. Ability to adhere to safety standards, handle conflict and problem-solving situations.

DUTIES : Assist with repairs and installation of objects, emergency breakdowns, supervise and in- service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical. Assist in preventive maintenance procedures, including autoclave, and water tanks. Basic welding repairs and installations. Obtain quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

ENQUIRIES : Mr. A Roets Tel No: (044) 203-7267

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

NOTE : No payment of any kind is required when applying for this post. A practical test may be conducted during the interview process.

CLOSING DATE : 10 February 2023

POST 02/382 : **LINEN SUPERVISOR**
Garden Route Health District

SALARY : R151 884 per annum

CENTRE : Riversdale Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate linen management experience in a healthcare environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts (weekends and public holidays). Must be able to lift heavy linen bags. Dress according to the departmental specifications. Competencies (knowledge/skills): Sound communication with internal and external clients (read, speak and write) and numerical skills in at least two of the three official languages of the Western Cape. Knowledge and the ability to interpret the Western Cape Hospital Linen Management Policy. Computer literate in Microsoft Office (Excel, Word and Outlook), (Attach proof or mention it in the CV). Ability to effectively multi-task, function independently and under pressure.

DUTIES : Implement, maintain and effectively supervise safety and security measures as well as hygiene, quality- and infection control and the implementation and maintaining of an effective laundry services management system to ensure that laundry expenditure remains within the budget. Monitoring of contractual obligations with regards to the contracted Hospital linen Service. Provider in issuing, receiving, counting and reconcile of bulk soiled and clean linen. Collect, counting and reconcile of bulk soiled linen from the Wards and Clinics. Issue, counting and reconcile of bulk clean linen from the Wards and Clinics. Perform relief duties within the Hospital linen department. Be part of the Linen pre-condemning committee in the Hospital. Monthly and yearly linen count and stock taking. People Management and administrative matters which include, compiling of duty rosters, keeping of statistics, leave planning, disciplinary process, allocating tasks, coordinating work schedules, SPMS, filing, computer related tasks and to liaise with internal departments in respect of Hospital Linen Bank matters.

ENQUIRIES : Mr. A Roets Tel No: (044) 203-7267

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 10 February 2023

POST 02/383 : **TRADESMAN AID (X2 POSTS)**
Central Karoo District

SALARY : R151 884 per annum

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Inherent requirement of the job: Valid Code B/EB drivers' licence. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to do overtime and standby duties. Ability to read and write written instructions. Effective communication skills in at least

- two of the three official languages of the Western Cape. Relief work at other Institutions within the Central Karoo District.
- DUTIES** : Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES** : Ms A Jooste Tel No: (023) 414-3590
- APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 February 2023
- POST 02/384** : **CHILD MINDER**
Chief Directorate: Metro Health Services
- SALARY** : R128 166 per annum
- CENTRE** : Lenteguur Hospital
- REQUIREMENTS** : Basic literacy and numeracy skills and a Child Care Certificate. Experience: Appropriate experience in Child Minding. Inherent requirements of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Good interpersonal, and supervisory skills. Ability to work independently and within a team. Edu care teaching and training skills and the ability to perform child minding activities. Ability to multitask and overall responsibility for each child. Computer literacy in MS Excel and Word. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Provide quality childcare to children at the Lenteguur Hospital Childcare Centre. Ensure safe supervision for children between the ages of 0 to 6 years. Provide effective communication within and outside the institution. Developing a healthy multi-disciplinary environment. Ensure the development of Children.
- ENQUIRIES** : Ms A Brandt Tel No: (021) 830 2704.
- 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** : 10 February 2023
- POST 02/385** : **HOUSEHOLD AID (X5 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R107 196 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate household experience in a hospital environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. - Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Minimum educational qualification: -Basic literacy and numeracy.
- DUTIES** : Render effective, efficient, and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. -Contribute to effective utilization and functioning of apparatus and equipment. -Adhere to loyal service ethics. -Contribute to effective management of domestic responsibilities.
- ENQUIRIES** : Ms NG Mhlaba Tel No: (021) 402 6204
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A practical test may be conducted during the interview process.
- CLOSING DATE** : 10 February 2023

POST 02/386 : **HOUSEHOLD AID**
West Coast District

SALARY : R107 196 per annum
CENTRE : Vredenburg Hospital, Saldanha Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate cleaning experience. Experience in working with customers/people. Inherent requirements of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge of the use of cleaning equipment, materials and detergents and the management of stock.

DUTIES : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Handle clean and dirty linen as required. Handle waste according to infection control principles and procedures. Serve meals and beverages to patients. Assist with the routine stock control of linen and non-surgical equipment. Cost effective utilisation of consumable or resources. Assist with the loading and off-loading of stock. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms S van Wyk Tel No: (022) 814-0057
APPLICATIONS : The Manager: Medical Services Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Ms DI Links
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 February 2023

POST 02/387 : **DRIVER (LIGHT DUTY VEHICLE)**
(Contract Post until 31/03/2025)
Garden Route Health District

SALARY : R107 196 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods in health environment. Inherent requirement of the job: Valid code (C1/EC) (Code 8) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies Knowledge/skills: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region.

DUTIES : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Mr B Caffoen Tel No: (044) 604-6114
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 10 February 2023

POST 02/388 : **DRIVER (LIGHT DUTY VEHICLE)**
(Contract Post: Contract until 31 March 2025)
Central Karoo District

SALARY : R107 196 per annum
CENTRE : (Stationed at Beaufort West Hospital)
REQUIREMENTS : Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate driving experience. Inherent

requirement of the job: Valid Code B/EB driver's licence. After hours standby duties. Ability to lift heavy items. Must have sober habits. Competencies (knowledge/skills): The ability to communicate in two of the three official languages in the Western Cape. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Regulations.

DUTIES : Transport official passengers, post, packages, and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes and procedures. Ensure accurate completion of logbooks and routine administration. Ensure that all vehicles are kept clean and tidy. Effective delivery and collection of all blood products/specimens. Deliver medication, goods, and equipment within the PGWC.

ENQUIRIES : Mr H van Wyk Tel No: (023) 414-8200

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 10 February 2023

POST 02/389 : **DRIVER (LIGHT DUTY VEHICLE)**
(Contract until 31 March 2025)
West Coast District Office

SALARY : R107 196 per annum

CENTRE : Saldanha Bay Sub-district (Stationed at Vredenburg Hospital)

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) driver's licence. Must be physically fit and able to load/unload heavy goods/equipment. Competencies (knowledge/skills): Must be able to speak clearly and legible. Must be able to speak in two of the three official languages of the Western Cape. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, and responsibility and to work independently. Must be able to read and write accurately.

DUTIES : Daily transporting of post, packages, medication, goods, and equipment and if necessary official passengers. Daily completion of logbooks. Conduct routine inspection, maintenance, cleaning of vehicle and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Support to supervisors and clinics when required.

ENQUIRIES : Mr H van Wyk Tel No: (023) 414-8200

APPLICATIONS : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380

FOR ATTENTION : Mrs DI Links

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

CLOSING DATE : 10 February 2023

POST 02/390 : **DRIVER (LIGHT DUTY VEHICLE)**
(Contract until 31 March 2025)
Garden Route District

SALARY : R107 196 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualifications: Basic numeracy and literacy. Experience: Appropriate experience in the transportation of personnel and goods. Inherent requirement of the job: Valid Code B/EB driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (Knowledge/skills): Ability to communicate in two of the three official languages in the Western Cape. Ability to accept responsibility, keep accountable and work independently. Knowledge of Transport Regulations and good knowledge of road networks.

DUTIES : Daily transporting of official passengers, post, packages, medication, goods and equipment. Effective delivery and collection of all blood products. Assistance to Transport Officer in conducting routine maintenance inspections of vehicles and timeously reporting of defects. Ensure accurate completion of logbooks and routine administrative duties.

ENQUIRIES : Ms R Quine Tel No: (044) 302-8400

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 February 2023

POST 02/391 : **PORTER**
Chief Directorate: Metro health Services

SALARY : R107 196 per annum
CENTRE : Metro TB Complex (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate experience a Porter in a Hospital Environment. Competencies (knowledge/skills): Knowledge and understanding of Occupational Health and Safety Act. Ability to communicate efficiently in at least two of the three official languages of the Western Cape.

DUTIES : Provide a high standard of porter services. Transporting of mobile machine to wards and back to storeroom. Golf-cart and wheelchair maintenance. Support role to supervisor and colleagues.

ENQUIRIES : Mr C Van Houten Tel No: (021) 508-8333/Mr M Goolam Nabie Tel No: (021) 508-7413

APPLICATIONS : The Chief Executive Officer: Metro TB Hospital Complex: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

FOR ATTENTION : Ms QC Lentz
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 February 2023

POST 02/392 : **CLEANER**
Cape Winelands Health District

SALARY : R107 196 per annum
CENTRE : Franshoek Groendal CDC (Stellenbosch Sub-district)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Cleaning experience in a Health Environment. Inherent requirements of the job: Willingness to rotate to other clinics. Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge and skills): Good interpersonal and organisational skills. Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a Health environment.

DUTIES : Provide a clean, hygienic and safe environment within the Clinic i.e. dust, sweep, polish, scrub and mop floors, passages, empty dustbins and sort soiled linen according to correct cleaning procedures. Safe handling, maintenance and storage of cleaning equipment. Effective use of cleaning agents and stock, including elementary stock control.

ENQUIRIES : Ms. M.M. Muller Tel No: (021) 808-6109
APPLICATIONS : The Manager, Medical Services, Stellenbosch Sub-District, Private Bag X5027, Stellenbosch, 7599.

FOR ATTENTION : Mr L Cornelius
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 February 2023

POST 02/393 : **HOUSEHOLD AID (X2 POSTS)**
Garden Route District

SALARY : R107 196 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning and housekeeping experience. Cleaning in a health environment will be a further advantage. Inherent requirement of the job: Willingness to work shifts, weekends, night duty and overtime. Ability to do physical work and operating machines or equipment in a cost-effective manner. Physically strong to lift heavy objects and be on their feet the entire day. Willingness to undergo formal and informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Effective linen management. Serving meals and beverages to patients on ward level. Cost effective utilization of consumables or resources. Assist with loading and off-loading of stock. Attending in-service training appropriate to services delivery and optimal support to the supervisor and colleagues. Effective support in the management of waste.

ENQUIRIES APPLICATIONS : Ms H Human Tel No: (044) 203-7203

FOR ATTENTION NOTE : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

CLOSING DATE : Ms S Pienaar
No payment of any kind is required when applying for the post.
10 February 2023

POST 02/394 : **LINEN STORES ASSISTANT 5/8TH POST**
Overberg District

SALARY CENTRE REQUIREMENTS : R107 196 per annum
Hermanus Hospital
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Hospital/Clinic or other Health Facility laundry experience. Inherent requirement of the job: Ability to work with heavy duty Laundry/cleaning equipment. Competencies (knowledge/skills): Ability to work with heavy duty Laundry/cleaning equipment. Basic knowledge of infection control and safety procedures of a Laundry/Hospital environment. Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Must be able to count well.

DUTIES : Accurate recording of all incoming and outgoing linen on a daily basis to hospital, clinics and EMS services. Correct handling, receiving and dispatch of soiled and clean linen to the wards and clinic according to internal protocol and infection control measures. Cleaning of laundry and laundry equipment on a daily basis. Follow and adhere to Health and Safety Regulations. Render a support service to supervisor.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mr NK Adams Tel No: (028) 313-5204
The Director: Overberg District Office, Private Bag X10, Caledon, 7230.
Mr W Teegler
No payment of any kind is required when applying for this post.
CLOSING DATE : 10 February 2023

POST 02/395 : **FOOD SERVICES AID (X5 POSTS)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R107 196 per annum
Metro TB Hospital Complex (Brooklyn Chest Hospital)
Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in as a Food Service Aid in a Hospital Environment. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Knowledge and understanding of the basic food groups and cooking methods. Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Ability to be trainable in preparing of normal and therapeutic diets.

DUTIES : Rendering of food services. Apply occupational health and safety measures Effective utilization of stock and equipment. Support the Human Resources function.

ENQUIRIES APPLICATIONS : Ms X Witbooi Tel No: (021) 508 7450
To the: Chief Executive Officer, Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

FOR ATTENTION NOTE : Ms QC Lentz
No payment of any kind is required when applying for this post.
CLOSING DATE : 10 February 2023

POST 02/396 : **FOOD SERVICES AID (X6 POSTS)**

SALARY CENTRE REQUIREMENTS : R107 196 per annum
Groote Schuur Hospital, Observatory
Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate Catering experience. Appropriate experience of therapeutic diets,

food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Inherent requirement of the job: Must be willing to work shifts (weekends, night, and public holidays). Must be willing to enter hospital wards and serve patients. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Ability to function within a team and work under pressure. Ability to do work of physical natures.

DUTIES

: Prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment. Follow and adhere to health and safety regulations. Weigh, dish and distribute to various wards. Assist in the receipt and storage of the provision and stock in the food service unit. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PASWC Policy. Support human resources.

ENQUIRIES

: Ms AS van Schalkwyk Tel No: (021) 404-4042

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

: 10 February 2023