



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 03 OF 2023**  
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### **1. Introduction**

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

### **2. Directions to candidates**

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

### **3. Directions to departments**

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

### **4 SMS pre-entry certificate**

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

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## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 10 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 South African Qualification Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection Committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

## MANAGEMENT ECHELON

<b><u>POST 03/01</u></b>	:	<b><u>DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/024</u></b> Directorate: Tenure Reform Implementation
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northern Cape (Kimberly) Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in the field of Humanities or Social Science (NQF Level 7). Minimum of (5) years' relevant experience at middle / senior managerial level. Job related knowledge: Thorough knowledge of Land Tenure Security matters. Transformation of Certain Rural Areas Act (TRANCA). Upgrading of Land Tenure Rights Act (ULTRA). Monitoring and Evaluation. Strategic Planning. Human Resource Management. Financial Management. Supply Chain Management. Knowledge of Economics. Job related skills: Communication skills (Excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project Management skills. Networking skills. Team Management skills. People Management skills. Customer and client focus. Statistical forecasting. A valid drivers' licence. Willingness to travel.
<b><u>DUTIES</u></b>	:	Coordinate implementation of communal land rights programmes. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of illegal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights policies, procedures, guidelines and products. Provide support on communal tenure upgrading. Coordinate implementation of land tenure security programmes. Manage all queries on Extension of Security Tenure Acts (ESTA) accordingly. Oversee the liaison with Justice Ministry, Game Farmers, Department of Environmental Affairs, Conventional Farmers/Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on Extension of Security Tenure Acts (ESTA)/ Land Tenure Act (LTA). Coordinate training workshops of staff and role players in the land reform. Provide communal property holdings establishment support. Facilitate the establishment and implementation of Communal Property Association (CPA). Provide secretariat services in CPA meetings and constitution proceedings. Maintain the register of CPAs and similar entities. Promote awareness of CPA activities. Conduct investigations on the affairs and activities of registered CPAs. Facilitate the mediation and dispute resolution proceedings of the CPAs. Monitor the validity of CPAs' transactions in accordance with (CPA) constitution. Provide legal representation, mediation and advice. Ensure legal compliance with regard to applicable Land Tenure Acts. Manage transfer of properties and establishment of legal entities. Draft legal documents in respect of the Land Tenure Acts, regulations and policies. Monitor and evaluate implementation of land tenure programme. Facilitate land dispute resolutions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr K Moeketsi Tel No: (053) 830 4000 Applications can be submitted by post to: Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, Corner Knight and Stead Streets, 6 <sup>th</sup> floor, Kimberley before the closing date as no late applications will be considered.
<b><u>POST 03/02</u></b>	:	<b><u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES REF NO: 3/2/1/2023/023</u></b> Directorate: Finance and Supply Chain Management Services
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Gauteng (Pretoria)

- REQUIREMENTS** : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management/ Accounting / Auditing/ Supply Chain Management/ Logistics Management/ Purchasing Management / Management (Logistics / Supply Chain Management) (NQF 7). Minimum of 5 years' experience at middle / senior managerial level in relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principle. Treasury Regulations. General Reviewed Accounting Principles. Knowledge and application of legislation, policies and procedures: The Constitution. Good governance and Batho Pele principles. Internal performance evaluation and reporting. Government decision making processes. Diversity management. Performance management and monitoring. Public Service Regulation. Government system and structure. Public Finance Management Act. Job related skills: Computer literacy. Communication skills. Management skills. Project management skills. Analytical skills. A valid driver's licence.
- DUTIES** : Ensure compliance to financial management standards by adhering to policies and guidelines: Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regard to finance on an-going basis. Develop Policies, systems, procedures and processes for effective implementation financial accounting and reporting services. Oversee financial support services: Manage financial accounting of the department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversee supply chain, facilities and office administration: Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
- ENQUIRIES** : Ms V Nemalili 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 Steve Biko and Stanza Bopape Street, Arcadia.

#### **OTHER POSTS**

- POST 03/03** : **SENIOR RESTITUTION ADVISOR REF NO: 3/2/1/2023/033**  
Directorate: Operational Management
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package to be structured in accordance with rules for MMS)
- CENTRE** : North West: Mmabatho
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and LLB or B Proc degree. Minimum of 08 years extensive post qualification legal professional advisory experience. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised Knowledge of Constitutional Law. Law of Contracts. Knowledge of SA Law, in particular land reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills. Ability to think independently, analytically and innovatively. Good Problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Experience in conveyance and vetting of documents. A valid driver's licence and preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Ensure legal compliance to the Restitution of Land Rights Acts. Check Research report e.g. Rule 3, Rule 5 and non-compliance reports. Attend stakeholder's engagements after gazetting. Check representation by land owners and other interested parties. Check response to the representations by land owners. Check Gazette Notices. Check valuation analysis and offers to both claimants and land owners. Check section 42D. Attend to negotiations with the farmer / land owner. Prepare response to the representation for the farmer / land Owners. Check first draft of Section 42E expropriation. Attend to Service of the Notice of Possible Expropriation. Attend to receive and peruse the representations by land owners in response to the notice of Possible

Expropriation. Check second draft of Section 42E expropriation. Attend to serve the Final Notice of Expropriations. Check claimant verification. Check Communal Property Association (CPA1 to CPA8 and CPA constitution. Check Deed of Trust. Liaise with the Land Owners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the Restitution Branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the Notice of Referral. Attend to make copies and issue the Notice of Referral at court. Receive and peruse court papers filed against the office e.g. Notice of Motions for interdicts, reviews, application to compel, summons and other court proceedings. Draft memorandum informing National Office about the new matter and request instructions from the Chief Land Claim Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of Counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. Opposing Affidavits and Answering Affidavits. Attend to draft report on the progress ID cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (pleadings). Attend court hearings. Attend pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with state Attorneys and Advocates. Draft legal documents in respect the Restitution Act, Regulations and Policies of the commission. Draft legal document for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondences to various stakeholders e.g. Attorneys, Companies, Claimants etc. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandums requesting signing of settlement agreements. Draft lease agreements. Draft caretaker ship agreement. Draft CPA constitution. CPA1-CPA8 documents required for the information of CPAs. Facilitate CPA workshops. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Prepare financial compensation submission. Manage transfer of properties and establishments of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Coordinate and intervene in obtaining. Monitor the transfer regularly on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special project such as expropriations and legislation emanating from land reform components. Liaise with Research Institutions for research and data collection purposes. Analyse collected data and develop inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
- NOTE** : African, Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
- POST 03/04** : **DEPUTY DIRECTOR: RURAL ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/037**  
Directorate: Cooperatives: Gauteng
- SALARY** : R908 502 per annum (Level 12), (all Inclusive remuneration package to be structured in accordance with rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : applicants must be in possession of a Grade 12 Certificate and a Degree in Agricultural Economics / Economics / Business Management / Development Studies. Minimum of 3 years' junior management experience in Business Development. Job related knowledge: knowledge of the Broad Based Black Economic Empowerment (B-BBEE) Act and related legislations, National

Small Business Amendment Act. Companies Act. Cooperatives Act. Public Finance Management Act (PFMA). Job related skills: High level of integrity, Strong leadership and supervisory skills, Analytical skills, strong work ethics, Good interpersonal Skills, Negotiation skills, Leadership skills, Planning and Execution skills. Management of Human Resources. Acceptance of responsibility. Ability to work under pressure. Work extended hours. Extensive travelling (Locally & Abroad). A valid driver's licence.

**DUTIES**

: Manage the Implementation of the AgriBEE Fund. Develop and review Memorandum of Agreement an operational Manual for the Fund. Develop and review AgriBEE Fund documents such as the criteria for funding, application form, applicable guidelines and Frequently Asked Questions. Coordinate the assessment of applications in with the qualification criteria and standard operating procedures. Conduct site visits to potential projects. Provide advisory services to stakeholders. Report on outcomes of the assessment process and present findings to the assessment committee. Coordinate execution of assessment committee recommendations with relevant stakeholders. Oversee the packaging of application to be submitted to the Land Bank for due diligence. Communicate outcomes due to diligence assessment to relevant stakeholders. Compile submissions for the Director General's (DG's) approval. Monitor the implementation of approved projects. Compile annual report on the implementation of the AgriBEE Fund. Provide secretariat services to the AgriBEE Fund Committee. Facilitate and coordinate committee meetings and provide secretariat support to the Committee. Present applications to the Committee. Communicate outcomes and/or recommendations of the Committee to Provincial Department of Agriculture's (PDA's), Land Bank and any other relevant stakeholders. Compile annual report on the AgriBEE Fund Committee meetings organised. Promote and market the AgriBEE Fund. Develop and update promotional material such as presentations, brochures and posters as and when necessary. Ensure that the AgriBEE Fund documents such as the criteria for funding, application form, applicable guidelines and FAQs are updated. Liaise with PDAs on publishing AgriBEE Fund information on their departmental websites. Attend meetings and departmental fora to communicate and/or market the Fund products and criteria. Link entrepreneurs and Small Medium and Micro Enterprises (SMMEs) in the sector with relevant institutions for support. Develop a register of funding and/or other development opportunities and coordinate linkages by SMMEs and entrepreneurs in the sector. Coordinate and provide guidance on identification of interventions available in the market for use by entrepreneurs and SMMEs in the sector. Manage the enquiries register. Coordinate and provide guidance on identification of interventions available in the market for the use by entrepreneurs and SMMEs in the sector. Manage the enquiries register. Monitor the impact of the linkages and report on outcomes. Determine impact of funded agribusinesses. Develop a list of projects funded through the AgriBEE Fund. Develop a questionnaire for data collection. Liaise with provincial counterparts and Land Bank in respect of undertakings made by applicant's pre-support. Conduct site visit and interview beneficiaries of the Fund. Monitor funded projects and analyse information collected on site. Compile a report on impact assessment of funded projects.

**ENQUIRIES**

**APPLICATIONS**

: Mr M Malomane Tel No: (012) 319 7850

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

**NOTE**

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

**POST 03/05**

: **DEPUTY DIRECTOR: ANIMAL HEALTH IMPORT EXPORT POLICY REF NO: 3/2/1/2023/025**  
Directorate: Animal Health: Gauteng

**SALARY**

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

**CENTRE**

**REQUIREMENTS**

: (Pretoria)

: Applicants must be in possession of a Grade 12 Certificate and a BVSc or BVMCh Degree recognised by South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council. Minimum of 3 years' appropriate experience in

management experience (post-qualification experience) in state controlled and vector borne diseases. 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. Communication skills (verbal and written), Planning, management and organising skills. Creativity and Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Report writing skills. A valid drivers' licence. Willingness to travel and work irregular hours.

## **DUTIES**

: Develop, analyse, maintain and update standards, policies and procedures for the import of animals and animal products. Develop and formulate policies, norms, standards and legislation for the prevention and control of animal diseases through the import of animals and animal products. Drafting veterinary import protocols and veterinary procedural notices. Implementation and (law) enforcement of the Animal Diseases Act 35 of 1984 and accompanying Regulations – including the liaison with relevant role-players and stakeholders. Evaluating risk related to illegal imports and evaluating the granting of dispensations based on risk analysis. Contribute to an efficient and comprehensive risk analysis service regarding animal diseases (risk assessments, risk management and risk communication) relevant to the import of animal and animal products. Consulting prior risk assessments, South African legislation and / or international standards. Monitor and analyse International Organisation for Animal Health (OIE), Codex and Sanitary and Phytosanitary Measures (SPS) agreements for possible impact on animal disease control in South Africa and in order to stay up to date with national and international developments. Place trade restrictions on countries in the event of disease outbreaks. Evaluate and co-ordinate the response to international questionnaires from trade partners for import. Negotiate and maintain export protocols, certificates and procedures. Liaise with foreign countries to request import requirements for animals and animal products. Evaluate export protocols for compliance in conjunction with the Provincial Veterinary Offices and the current animal disease situation in South Africa. Where required, negotiate alternative certification with foreign countries. Assist the Provincial Veterinary Offices in drafting export health certificate and liaise directly with the Veterinary Authority of the importing country. Assist in co-ordinating and completing questionnaires from foreign countries where requested, to establish export protocols. Liaise with exporters and industry representatives to assist in opening export opportunities and manage current exports. Develop and co-ordinate the development of veterinary procedural notices to provide standards for approval of import or export approved facilities. Supervise the evaluation and approval of veterinary approved facilities. Provision of updated lists of approved facilities to trade partners and updating of the DALRRD website. Render services to clients through the liaison with stakeholders including foreign veterinary authorities, Embassies, industry groups, Provincial Veterinary services and other Directorates and Departments in negotiation of animal health related trade protocols. Liaise and negotiate with trade partners on health requirements for animal or animal products for import or export. Facilitate international inspection visits from trade partner delegations. Liaison with Embassies, Foreign Veterinary Services, industry bodies and clients on import-export related matters and trade issues. Liaise with officials in DALRRD, Provincial Veterinary Services, other Departments and Directorates and ports of entry. Co-ordinate formal and informal training or support programmes for State Veterinarians from the National and Provincial Directorates in import-export related matters. Liaise with sub-directorates: Epidemiology and Disease Control regarding programmes and databases for animal disease control and surveillance. Liaise and assist importers and agents with telephonic and email enquiries and visits. Arrange and chair Import Export Policy Unit (IEPU) meetings regarding trade issues, policies and standards. Administrative function related to the supervision and management of the sub-directorate Import Export Policy Unit. Human resource management including evaluation and monitoring of performance and appraisal of employees. Ensuring capacity, development and discipline of staff. Management of office, administration and proper utilization of the budget by monitoring and reporting expenditure etc.



		Compilation of reports from the sub-directorate. Mentoring of junior officials with regard to general and specialized functions.
<b><u>ENQUIRIES</u></b>	:	Dr M Maja Tel No: (012) 319 7456
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
<b><u>NOTE</u></b>	:	African, Coloured and Indian Males and African and Coloured Females and Persons with disabilities are encouraged to apply.
<b><u>POST 03/06</u></b>	:	<b><u>DEPUTY DIRECTOR: SENIOR MANAGEMENT SERVICES (SMS) REF NO: 3/2/1/2023/040</u></b> Directorate: Human Resource Administration: Gauteng
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS
<b><u>CENTRE</u></b>	:	(Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Human Resource Management. Minimum of 3 years of experience at junior management level in a Human Resource Management/Administration environment. Job related knowledge: Public Service Act, Public Service Regulations, Public Finance Management Act, Human Resource matters, Reporting procedures, Compilation of management reports, Labour Relations, Human Resource Administration policies and practices, Public Service Reporting, Computer based Human Resource information systems. Job related skills: Communication (Verbal and written), Procurement procedures, Planning and Organising, Training, Research/analysis, Interpretation skills, Supervisory skills and competencies, Strategic planning and leadership, Interpersonal skills, Problem solving skills (conflict resolution) Interpretation, Analytical, Presentation, Report writing, People Management, Administrative, Customer focus, Computer literacy. A valid driver's licence, Acceptance of responsibility, Mentoring and coaching.
<b><u>DUTIES</u></b>	:	Manage the allocated resources of the Sub-Directorate. Ensure capacity and development of employees. Evaluate and monitor performance of employees. Ensure proper utilisation of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilisation of equipment and reporting thereof. Provide Human Resource advice to Line Managers on Human Resource compensation management, Human Resource service benefits and conditions and the recruitment and selection of SMS members. Provide advisory services and respond to all enquiries received, in line with the government legislative frameworks and the Department policies and directives to the Department line functionaries and SMS members. Know and apply legislation, policies and procedures. Ensure proper maintenance of all relevant databases. Conduct regular workshops with line functionaries regarding service benefits and conditions and recruitment and selection. Identify and advise line managers on critical and priority SMS posts in the department. Conduct regular guidance and training to trade union representatives and line functionaries on recruitment and selection processes of SMS members. Oversee the capturing administration appointments/acting appointment of SMS members on Personnel and Salary Administration (PERSAL) system. Ensure that Human Resource systems and processes are in place to enable Human Resource support to SMS members. Manage the verification of the source documents submitted. Quality assure appointments/acting appointments/salary adjustments. Approve/authorise PERSAL transaction when applicable. Quality assure implementation of arbitration awards/grievance outcomes. Approve/authorise PERSAL transaction when applicable. Quality assure secondments, re-assignments, counteroffers etc of SMS members. Quality assure implementation on the PERSAL system where applicable. Know and apply legislation, policies, and procedures. Process salary adjustment (e.g. cost-of-living adjustment (COLA)). Implement Arbitration awards, grievance outcomes etc. Monitor employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offer etc.) of SMS members. Oversee the administration of conditions of service and service benefits for SMS members. Monitor and ensure compliance with the legislative frameworks (Leave, termination of service, etc). Quality assure documents. Monitor the submission of documents on the relevant systems. Monitor that terminations are captured on the PERSAL system. Monitor the issuing of

service certificates. Quality assure implementation on the PERSAL system where applicable. Know and apply legislation, policies, and procedures. Oversee and facilitate the recruitment, selection and appointment of SMS members. Communicate with line functionaries to determine staff requirements. Advise management on Employment Equity and other legislative requirements. Provide support in developing job advertisements. Manage the placement of advertisements in the relevant media platforms (Newspaper, Department of Public Service Administration (DPSA) vacancy circular, recruitment agencies and notice boards). Coordinate the receiving of job applications. Provide a secretariat service during shortlisting and interviews. Manage the verification processes (personnel suitability checks) of candidates (qualifications, employment confirmation, financial checks and criminal checks). Facilitate competency assessments. Compile employment contract and offer letters. Respond to audit, cabinet or presidential hot lines matters. Provide recruitment and selection information to the DPSA, Public Service Commission (PSC), Auditor-General etc. Avail monthly statistics on the vacancy rate of SMS posts in the Department, per Branch. When applicable, assist with the compilation of a tender to appoint a service provider to provide an advertisement and response handling service.

**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 to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

**NOTE**

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

**POST 03/07**

: **DEPUTY DIRECTOR: PROGRAMME MANAGEMENT REF  
NO: 3/2/1/2023/034**  
 Chief Directorate: Enterprise Project Management Office

**SALARY**

: R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS

**CENTRE  
REQUIREMENTS**

: Pretoria  
 : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Business Management / Business Administration / Public Administration / Information Analytics / Management Information Systems or Advanced Diploma in Project Management. Minimum of 3 years' experience at junior management level in project information analysis environment. Job related knowledge: Microsoft Office and Project Management tools. Working knowledge of production processes. Job related skills: Communication skills (verbal and written). Presentation skills. Financial Management skills. Conflict Management skills. Problem solving skills. Project management skills. Microsoft (MS) Project Office. Project Management Body of Knowledge (PMBOK). Ability to work independently. A valid driver's licence.

**DUTIES**

: Manage operations. Ensure compliance to Departmental policies and governance structures. Develop operational plans aligned to strategic intent of the Department. Manage operations and create operational efficiencies. Develop, maintain strategic and operational dashboards on all project performance. Gather reporting requirements from strategic and operational stakeholders. Develop reports aligned to reporting requirements. Distribute periodical reports to stakeholders. Conduct Project Management practices verification and improve adoption of Project Management (PM) practice. Ensure compliance to PM practice. Conduct analysis of project information in the system and identify alignment gaps. Develop plans to conduct site visits for identified projects. Conduct quality assurance on project files. Develop, implement and continuously improve data and analytics framework. Develop a data analytics framework aligned to the PM system. Periodically conduct analysis of project performance. Develop periodical reports on overall project performance.

**ENQUIRIES  
APPLICATIONS**

: Mr T Molefe Tel No: (012) 312 8395/8375  
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria,

**NOTE**

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

- POST 03/08** : **DEPUTY DIRECTOR: ENTERPRISE PROJECT MANAGEMENT OFFICE**  
**REF NO: 3/2/1/2023/035**  
 Chief Directorate: Enterprise Project Management Office: Gauteng
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Business Administration / Public Administration or Advanced Diploma in Project Management. Minimum of 3 years' experience at junior management level in project management environment. Job related knowledge: Microsoft Office and Project Management tools. Working knowledge of production processes. Job related skills: Communication (verbal and written). Presentation. Financial Management. Conflict Management. Problem solving. Project management. Microsoft (MS) Project Office. Project Management Body of Knowledge (PMBOK). Ability to work independently. A valid driver's licence.
- DUTIES** : Facilitate project documentation by identifying project milestones, tasks and undertaking analyses. Develop templates and related project documentation. Ensure effective and efficient reporting on projects. Define requirements and planning the project life cycle deployment. Participate in the annual performance planning process. Convert operation plans into projects. Monitor project progress according to baseline project plans. Identify key issue and troubleshooting of complex client and project request. Monitor issue and risk register of projects. Track and monitor project scope and deliverables changes. Track and monitor audit findings related to projects. Facilitate deployment strategies for new projects, including scope and time. Establish mechanisms to implement adhoc and urgent projects. Establish and maintain relations with external stakeholders. Implements the Department's project management practices to ensure integrity and quality of project deliverables. Streamline the core business of EPMO across spheres of government. Build and maintain relations with National, Provincial and District Offices. Support and drive Enterprise Project Management Office (EPMO) change management initiatives.
- ENQUIRIES** : Mr T Molefe Tel No: (012) 312 8395/8375
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females as well as Persons with disabilities are encouraged to apply.
- POST 03/09** : **STRATEGY ANALYST REF NO: 3/2/1/2023/036**  
 Directorate: Strategic Planning: Gauteng
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Management /Public Administration / Business Administration / Business Management. Minimum of 3 years' experience in Strategic planning, monitoring and evaluation in government environment. Job related knowledge: Knowledge in government planning cycle Medium Term Expenditure Framework, Medium Term Strategic Framework (MTEF, MTSF), Outcomes Approach etc. Government policies related to strategic planning, monitoring and evaluation, outcomes approach and those related to the Department of Agriculture, Land Reform and Rural Development. Basic Research. Developing indication and managing performance information. Job related skills: Computer Literacy. Good communication skills (verbal, interpersonal and report writing). Analytical skills. Information collection analysis and interpretation. Organisational and Coordination skills. A valid driver's licence.
- DUTIES** : Arrange, Coordinate and facilitate planning workshops. Plan and organise planning sessions which entails sending invitations, reserving locations, creating agendas and disseminating them. Facilitate planning workshops by ensuring that information is shared with stakeholders before, during and after the workshops and that input is given within predetermined time frames.

Gather, analyse and organise information in preparation for strategic planning workshops and documents. Collect planning information from branches, provinces and analyse in terms of relevance and applicability. Check reliability before being presented to the planning session. Conduct the development of Annual Performance Plans and Provincial IOPS. Coordinate inputs towards Annual Performance Plan (APP) and International Operational Plan (IOP) for alignment to the Strategic Plan and the Medium-Term Strategic Framework (MTSF) documents. Align information in coordinating the process of developing in the Departmental Planning Guidelines. Assist in coordinating inputs to the Medium-Term Strategic Framework (MTSF). Conduct Mid-Term Reviews and Re-alignment of Annual Performance Plans. Assess performance through midterm reviews to check if performance will bring desired results. Realign plans taking into consideration resources at the department' disposal and current performance trends. Provide regular support during the development of IOP's and performance reports towards those IOP's. Provide technical support to provinces during the development of IOP's and performance reports towards those IOP's.

- ENQUIRIES** : Ms T Matshiya Tel No: (012) 312 8036
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria,
- NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply
- POST 03/10** : **ANIMAL HEALTH TECHNICIAN (DISEASE CONTROL FENCE) REF NO: 3/2/1/2023/026**  
Directorate: Animal Health
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Mpumalanga (Hectorspruit)
- REQUIREMENTS** Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Animal Health recognised by South African Qualification Authority and the South African Veterinary Council. Registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence. At least 2 years appropriate experience (post-qualification experience). Job related knowledge: Knowledge and experience in the erection, repair and maintenance of animal disease control fences. Public Service Regulations. Knowledge and experience of controlled animal diseases in South Africa. Supervision experience. Fire-arms competency for handguns and rifles. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Management and Organising skills. Creativity skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy. Reporting writing skills. Willingness to travel and work irregular hours. Ability to work in harsh outdoor conditions, rough terrain and isolated areas and exposure to wild animals, e.g. elephant and buffalo.
- DUTIES** : Erect, repair and maintain animal disease control fences and fence patrol roads. Ensure upkeep of animal disease fences. Regular patrol and inspection of fences. Coordinate repair and maintenance of fences. Replace worn out fences. Cut and eradicate trees and vegetation along the fences. Ensure access and thoroughfare of fence patrol roads. Fill up dongas and drifts. Repair rain flooded patrol roads. Rehabilitation and filling up of trenches and dongas. Tree felling. Repair floodgates. Apply movement control on stray animals across disease control fences. Prevent stray animals from crossing the fences. Assist in the identification of clinical signs of disease in animals. Arrange quarantine of clinically sick stray animals. Report and liaise with provincial and other departments as well as interested stakeholders. Articulate the directorate's mandate and primary function at various forums. Oversee seizure and disposal of illegal or infectious animals, materials or products thereof. Handle administration and logistics related to transport, procurement and distribution of fencing material and equipment. Requisition of fencing material and equipment. Seek quotations for required goods and services. Provide replacement protective clothing and service equipment to Tradesman Aid. Keep stock register. Complete trip authorisation and log sheet. Book vehicle service as per service interval requirements. Complete and submit monthly returns to Head Office. Deliver fencing material on sites Supervision of

Tradesmen Aids. General office administration. Simplify and explain policies to Tradesmen Aids. Advise and motivate personnel. Arrange staff meetings. Issue warnings and maintain discipline among subordinates. Management of leave and completion of leave forms. Employee Performance Management and Development System (EPMDS) evaluation of Tradesmen Aids. Submit Subsistence and Transport (S&T) claim for Tradesmen Aids. Report and liaise with supervisor, provincial and other departments.

**ENQUIRIES** : Dr M Bronkhorst Tel No: (012) 319 7481  
**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 and Indian Males and African and Indian Females and Persons with disabilities are encouraged to apply.

**POST 03/11** : **CHIEF HUMAN RESOURCE OFFICER REF NO: 3/2/1/2023/041**  
Directorate: Human Resource Administration: Gauteng

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resource Management (NQF level 6). Minimum of 2 years' experience in rendering recruitment and selection secretariat support and advisory services. Job related knowledge: knowledge of Recruitment and Selection Prescripts and Legislation, Human Resource Transformation, Monitoring and Evaluation, Public Service Act, Public Service Regulations, Employment Equity Act, Labour Relations Act and Basic Conditions of Employment Act. Job related skills: Communication skills (verbal and written), Good interpersonal relations, Ability to communicate well with people at different levels, Planning and organising skills, Problem solving skills, Good telephone and email etiquette, Presentation and facilitation, Report writing skills, Record keeping skills, People management skills, Monitoring and evaluation skills, Negotiation and conflict resolution skills, Customer focus and Computer literacy. A valid driver's licence and must be able to travel when required.

**DUTIES** : Provide effective advisory service on recruitment and selection processes. Ensure adherence and compliance to recruitment and selection policy and prescripts. Administer the arrangement of shortlisting and interview processes. Provide technical advisory services during shortlisting and interview processes. Implement recommendations of the selection committee members. Draft appointment submissions for approval. Conduct personnel suitability checks on recommended candidates. Issue appointment letters and regret letters. Provide assistance during recruitment and selection information sessions. Respond to all related enquiries. Meet with clients on daily operational issues. Write submissions and letters on matters related to recruitment and selection. Represent the unit at various transformation forums in the Department. Provide advice and guidance to the Department's line functionaries. Provide effective interpretation on legislations, policies and directives. Provide inputs on the amendment of policies and procedures. Draft written responses to line functionaries on functional areas to enhance correct implementation of recruitment and selection processes and practices. Follow up on vacancies with a view to reduce the vacancy rate and turnaround time to fill a post. Provide training on recruitment and selection policies and prescripts. Report on vacancies, statistics and other related issues. Maintain and provide statistical information on recruitment and selection. Update and maintain recruitment and selection vacancy databases. Follow up on outstanding personnel suitability checks. Administration of the related databases on recruitment and selection. Control maintain and monitor databases set up to monitor recruitment and selection activities. Provide an update on all related databases on recruitment and selection. Keep and maintain statistics required for reporting purposes. Supervision of employees. Provide on the job training. Manage and supervise employees in line with the performance management policy. Maintain discipline.

**ENQUIRIES** : Mr M Lerungoane Tel No: (012) 312 8735  
**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 03/12** : **SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/28**  
Directorate: Financial and Supply Chain Management Services

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Mpumalanga (Mbombela)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics/Supply Chain Management). Minimum of 1 year of experience in Procurement Administration / Acquisition Management / Provisioning Administration. Job related knowledge: Knowledge of supply chain management with emphasis on procurement administration and Government and Construction Industrial Business Development (CIBD) procurement policies. Knowledge of Transversal contracts and the Public Finance Management Act (PFMA), Treasury Regulations and Relevant prescripts, Knowledge of the Logistical Information System (LOGIS), Accounts Package (ACCPAC) and Basic Accounting System (BAS) transversal systems will be an added advantage. Job related skills: Communication skills (verbal and written), Computer literacy skills, Interpersonal relations, Analytical skills. Teamwork, working under pressure, meeting deadlines.

**DUTIES** : Implement demand and procurement management requests. Provide secretariat support to the Bids specifications. Compile minutes. Implement the quotation process. Compile and source requests for quotations for procurement of goods and services amounting up to R 1000 000,00 using the electronic department data base, Central Supplier Database (CSD). Check compliance of all procurement documents and processes. Conduct and facilitate briefing sessions. Open quotations and recording on relevant systems/ web sites. Arrange and facilitate evaluation process. Compile comparative schedules for request above R30 000. Compile and check minutes. Compile documentation for approval. Draft appointment and regret letter and update registers. Implement the Bidding process Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Opening bids and recording on relevant systems/ web sites. Prepare comparative schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Facilitate evaluation committee meetings. Compile and where necessary check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretariat duties to the PBAC (Provincial Bid Adjudication committee). Prepare appointment letters and update the register and procurement plan. Publish award to the relevant media. Implement contract management services. Maintain and update contract register. Prepare standard Bid document (SBD 7.1 & 7.2) for sign off. Facilitate service level agreement.

**ENQUIRIES** : Ms PP Muchanga Tel No: (013) 754 8072  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305 Nelspruit, 1200 or hand delivered during office hours to: 17 Van Rensburg street Nelspruit, 1200, Bateleur building block D, 7<sup>th</sup> floor.

**FOR ATTENTION** : Human Resource Management  
**NOTE** : Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

**POST 03/13** : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/031**  
Directorate: Sector Education and Training  
This is a re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in

administration environment. Job related knowledge: Public Service Regulations, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and verbal), Analytical skills, Problem solving skills and Financial management skill.

**DUTIES** : Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of annual Budget in line with the Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Administer Subsistence and Transport (S&T) claims and other related expenditure. Administer the procurements of goods and services. Compile and maintain the DMP. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture goods and services on the system (LOGIS, etc). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the development and / or review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Provide records keeping. Checking draft minutes for accuracy against recording or notes. Administer assets. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

**ENQUIRIES** : Ms MC Rachidi Tel No: (012) 319 7212  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

**POST 03/14** : **STATE ACCOUNTANT: PLAS MANAGEMENT SERVICE REF NO: 3/2/1/2023/032**  
Directorate: Pro-active and Land Acquisition Strategy (PLAS) Trading Account Financial Management  
This is a re-advertisement, applicants who applied previously are encouraged to re-apply

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce. Minimum of 1 year working experience in the financial management services. Job related knowledge: Understanding of National Treasury Regulations, Public Finance Management Act (PFMA) and Knowledge of a Complete and Comprehensive Program for Accounting Control (ACCPAC), Safety Web Systems. Job related skills: Computer literacy skills (Microsoft Word, Excel, PowerPoint, Project), Communication skills (written and verbal), Planning and organising skills and time management skills. A valid driver's licence.

**DUTIES** : Effect payment to Service Providers. Ensure all payments are recorded accurately on the incoming document register and supported by valid supporting documents. Pay the correct supplier with the correct banking details and amount within the 30 days from date of receipt of invoice. Ensure compliance with the relevant Proactive Land Acquisition Strategy (PLAS) Payment checklist and process payments within 5 days of receipt of complete payment parcel. Compile reports for the section (age analysis, payment report and relevant registers). Compile payment reports on a regular basis after payments have been processed. Compile and submit payment reports

accurately and completely to relevant users. Compile accounts payable on a monthly, quarterly and yearly basis. Maintain complete and accurate vendor master file. Update electronic vendor register on a regular basis. Perform and sign-off vendor reconciliations on a weekly basis. File all vendor forms accurately. Ensure effective document control and safeguarding of financial records and documents. Stamp and quality control all payment documents daily after payments. Review and sign-off batch listing report for payments and journals after month end closure. Ensure that all journals are captured on the system and complies with internal control processes. File all payments and journals sequentially in a lockable area.

**ENQUIRIES  
APPLICATIONS**

: Ms L Twalo Tel No: (012) 312 8392  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria.

**NOTE**

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

**POST 03/15**

: **FINANCIAL CLERK (SUPERVISOR) REF NO: 3/2/1/2023/038**  
Directorate: Management Accounting: Gauteng

**SALARY  
CENTRE  
REQUIREMENTS**

: R269 214 per annum (Level 07)  
: Pretoria  
: Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Financial Environment required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collect financial statistics. Basic knowledge and insight of the Public Services Financial legislations procedures and Treasury Regulations (Public Finance Management Act (PFMA), Divisions 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 organization skills, Computer operating skills, Language, Communication skills (verbal and written), Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.

**DUTIES**

: Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (Internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filling of documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and secure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filling of documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filling of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources /staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES  
APPLICATIONS**

: Mr G Visser Cell: 072 023 1876  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria,

**NOTE**

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



- POST 03/16** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/029**  
 Directorate: Financial and Supply Chain Management Services
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Mpumalanga (Mbombela)  
**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 PP Muchanga Tel No: (013) 754 8072  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305 Nelspruit, 1200 or hand delivered during office hours to: 17 Van Rensburg street Nelspruit, 1200, Bateleur building block D, 7<sup>th</sup> floor, for the attention of Human Resource Management
- NOTE** : African, Coloured, Indian, White Males and African, Indian, White Females and Persons with disabilities are encouraged to apply.
- POST 03/17** : **GROUNDSMAN REF NO: 3/2/1/2023/030**  
 Directorate: Genetic Resources
- SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : Gauteng (Roodeplaat)  
**REQUIREMENTS** : Basic education (literacy and numeracy – Adult Basic Education and Training (ABET) level 2). No previous experience required. Job related knowledge: Knowledge of activities in respect of grounds. Knowledge of general routine activities in respect of infrastructure. Basic knowledge of general activities. Planning and organising. Job related skills: Good Communication skills (verbal and written), Basic Computer skills, Interpersonal skills, Analytical and listening skills. Numerical understanding, Planning, and organizing skills, Problem solving and able to work independently.
- DUTIES** : Perform routine activities in respect of grounds through inter alia the following:  
 -Supply of fertilizers. Irrigation and watering of plant/lawns. Weeding, pruning and trimming of plants. Cutting, seeding and transplanting. Mowing lawns. Dispose of organic waste. Dig up compost. Digging and Spraying. Maintaining flower beds and edges.
- ENQUIRIES** : Mr B M Maroga Tel No: (012) 319 6426  
**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.

**CENTRE FOR PUBLIC SERVICE AND INNOVATION**

*It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference.*

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPSA) 546 Edmond Street, Arcadia, Pretoria, 0007 (Applications received after closing date will not be considered) or e-mail to Recruitment@cpsi.co.za . Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned posts.
- CLOSING DATE** : 13 February 2023 @ 12:00
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and 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 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached). Failure to sign this form may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. 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.

**OTHER POST**

- POST 03/18** : **HUMAN RESOURCE CLERK REF NO: 0001/2023**
- SALARY** : R218 064 per annum (Level 06). Annual progression up to a maximum salary of R256 860 per annum is possible, subject to satisfactory performance.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : Grade 12 or equivalent qualification with 3-5 years' experience in human resource management. Knowledge of the Public Service Policy Frameworks, Public Service Act, Public Service Regulations, BCEA , Labour Relations Act, PSCBC Resolutions and the Public Finance Management Act,. Knowledge and use of PERSAL System. Computer literacy, good interpersonal skills, analytical skills, problem solving skills, initiative, teamwork and good communication skills.
- DUTIES** : Administration of Conditions of Services of employees, which include capturing of leave, leave enquiries, housing allowances etc. Assist during recruitment and selection process as a HR Representative. Capturing of transactions on PERSAL system. Administration of payroll and payroll records to ensure filling of pay records and distribution of monthly reports to finance. Assist with the administration of performance management. Assist with implementation of the personnel skills development plan. Provide guidance and ensure adherence and implementation of HRM related policies and procedures. Attend to internal and external enquiries. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to communicate with external and internal partners. Ability to provide a quality work, under tight deadlines and work under pressure.
- ENQUIRIES** : Ms Tshepo Buthelezi Tel No: (012) 683 2817

**INTERNSHIP 2023/24**

*The Centre for Public Service Innovation (CPSI) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies or immediately after completing their studies. Applications are invited for Internship position from promising graduates. The Internship programme will run for a period of twenty-four (24) months with no option for extension. These positions are based in Arcadia in Pretoria*

**OTHER POST**

- POST 03/19** : **INTERNAL AUDIT REF NO: 0002/2023**
- STIPEND** : The CPSI will pay a monthly stipend, based on the qualifications and determine by Directive on Internship Programme at R6,083.70.
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : Applicants must be unemployed and have a 3 or 4-year diploma / degree in any one of the fields specified: National Diploma/Degree in Internal Audit.
- DUTIES** : The successful Intern will participate in the development of internal audit plans, planning audit projects, execution of audit engagements, reporting and support to audit committees. The internship provides an opportunity to be part of the development program of the internal auditors. Personal Profile: Basic skills that Interns should possess include: office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.
- ENQUIRIES** : Ernest Mogwaye Tel No: (012) 336 1044
- NOTE** : NB: Candidates who previously participated in an internship programme in any Government Department will not be considered. The successful candidates must be willing to sign an oath of secrecy/confidentiality with the CPSI. Applicants will be expected to avail themselves for selection interviews and assessment at the time, date and place as determined by the CPSI.
- CLOSING DATE** : 13 February 2023 at 12:00

## DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified.
- CLOSING DATE** : 10 February 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. 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.

## INTERNSHIP PROGRAMME 2022/2023

*The Civilian Secretariat for Police Service is offering an internship programme for the 2023/2024 financial year. The programme will be for non-renewable period of 24 months. Applications are invited from Unemployed graduates, whom are between the age of 18-35, in possession of the Degree or National Diploma in the following areas: Applicants whom underwent or currently on an internship programme will not be considered.*

## OTHER POSTS

- POST 03/20** : **GRADUATE INTERN: BACHELOR OF SOCIAL SCIENCE IN SOCIAL WORK/ BACHELOR OF ARTS IN PSYCHOLOGY REF NO: CSP/02/2023**
- STIPEND** : R6 174.96
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor of Social Work/ Bachelor of Arts in Psychology. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
- ENQUIRIES** : Mr BK Shiphamele at 061 080 7598
- APPLICATIONS** : Can be emailed to [Sheerine.More@csp.gov.za](mailto:Sheerine.More@csp.gov.za)
- POST 03/21** : **GRADUATE INTERN: HUMAN RESOURCES MANAGEMENT REF NO: CSP/03/2023**
- STIPEND** : R6 174.96
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/Degree in Human Resources Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
- ENQUIRIES** : Mr BK Shiphamele at 061 080 7598
- APPLICATIONS** : Can also be emailed to [Gladman.Bida@csp.gov.za](mailto:Gladman.Bida@csp.gov.za)
- POST 03/22** : **GRADUATE INTERN: LABOUR RELATIONS REF NO: CSP/04/2023**
- STIPEND** : R6 174.96
- CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma/Degree in Labour Relations. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

**ENQUIRIES APPLICATIONS** : Mr BK Shiphamele at 061 080 7598  
: Can also be emailed to [Rembani.Ambani@csp.gov.za](mailto:Rembani.Ambani@csp.gov.za)

**POST 03/23** : **GRADUATE INTERN: CIVILIAN OVERSIGHT, MONITORING AND EVALUATION REF NO: CSP/05/2023**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96  
: Pretoria  
: National Diploma/Degree in Development Studies, Public Administration or Social Sciences in Policing, Criminology, Sociology, Population Studies. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

**ENQUIRIES APPLICATIONS** : Mr BK Shiphamele at 061 080 7598  
: Can also be emailed to [Kedibone.Mazwi@csp.gov.za](mailto:Kedibone.Mazwi@csp.gov.za)

**POST 03/24** : **GRADUATE INTERN: POLICY DEVELOPMENT & RESEARCH REF NO: CSP/06/2023**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96  
: Pretoria  
: Bachelor Degree in Social Sciences, Humanities with a module on research methodology and policy development. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

**ENQUIRIES APPLICATIONS** : Mr BK Shiphamele at 061 080 7598  
: Can also be emailed to [Zodwa.Mabuza@csp.gov.za](mailto:Zodwa.Mabuza@csp.gov.za)

**POST 03/25** : **GRADUATE INTERN: PARTNERSHIPS AND INTERGOVERNMENTAL RELATIONS REF NO: CSP/07/2023**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96  
: Pretoria  
: National Diploma/ Bachelor Degree in Public Management/Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

**ENQUIRIES APPLICATIONS** : Mr BK Shiphamele at 061 080 7598  
: Can be emailed to [Kedibone.Mazwi@csp.gov.za](mailto:Kedibone.Mazwi@csp.gov.za)

**POST 03/26** : **GRADUATE INTERN: LEGISLATION/LAW REF NO: CSP/08/2023**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96  
: Pretoria  
: Bachelor Degree of Law (LLB). Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

**ENQUIRIES APPLICATIONS** : Mr BK Shiphamele at 061 080 7598  
: Can be emailed to [Rembani.Ambani@csp.gov.za](mailto:Rembani.Ambani@csp.gov.za)

**POST 03/27** : **GRADUATE INTERN: STRATEGIC MANAGEMENT REF NO: CSP/09/2023**

**STIPEND CENTRE REQUIREMENTS** : R6 174.96  
: Pretoria  
: National Diploma/Degree in Public Management/Administration. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

**ENQUIRIES APPLICATIONS** : Mr BK Shiphamele at 061 080 7598  
: Can be emailed to [Sheerine.More@csp.gov.za](mailto:Sheerine.More@csp.gov.za)

**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** : 17 February 2023
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 01 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, most recent pay slip as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews) that intends to test relevant technical elements of the job. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to appointment.

**OTHER POSTS**

- POST 03/28** : **ASSISTANT DIRECTOR: AUDIT PLANNING AND REPORTING**  
**COORDINATION REF NO: 31850/01**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate, and a three-year National diploma or Bachelor's degree in Accounting/Auditing/Financial Management or equivalent (NQF level 6 or 7 as recognised by SAQA) with 3 to 5 years' experience in the Internal Control field. Proficient in MS Excel, MS Word. BAS, PERSAL, LOGIS. Additional Requirements (Advantage): MS PowerPoint, MS Project. 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: Knowledge and understanding of legislative environment, amongst other: the Public Finance Management Act (PFMA). Treasury Regulations. General Accepted Accounting Practices (GAAP). General Recognised Accounting Principles (GRAP); and Basic Accounting System (BAS). General ledger reconciliation and analysis. Debtor control and creditor payments.
- DUTIES** : The successful candidate will perform the following duties: Reviewing financial records and preparing reports about the audit findings. Reviewing operational procedures to ensure compliance with Departmental standards requirements. Reviewing policies and procedures to ensure compliance with regulations. Preparing reports summarizing audit findings and recommendations for corrective action.
- ENQUIRIES** : Ms P Zuma Tel No: 012 334 0830
- APPLICATIONS** : Applications must be submitted electronically via email to [cogta122@ursonline.co.za](mailto:cogta122@ursonline.co.za). URS Response Handling Tel No: 012 811 1900.

**POST 03/29** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 31850/02**

**SALARY** : R393 711 per annum (Level 09)  
**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 Excel, MS Word. Additional Requirements (Advantage): TeamMate Audit Management System. 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 in: Standards for Professional Practice of Internal Auditing (SPPIA) and Code of Ethics. Operational, financial and performance audits. Risk management and auditing practices. The Public Finance Management Act and Treasury regulations. Treasury audits. Effective use of TeamMate audit management software.

**DUTIES** : The successful candidate will perform the following duties: Identify, analyse risks, and provide inputs to the development of a draft three-year rolling strategic Internal Audit plan and annual internal audit plan for the unit. Plan, review and develop system description and audit programs. Execute and review audit assignments as per approved audit plan. Review findings and compile draft audit report.

**ENQUIRIES** : Ms T Mmisi Tel No: 012 395 4645  
**APPLICATIONS** : Applications must be submitted electronically via email to [cogta123@ursonline.co.za](mailto:cogta123@ursonline.co.za). URS Response Handling Tel No: 012 811 1900.

**POST 03/30** : **ASSISTANT DIRECTOR: EASTERN CAPE (LOCAL GOVERNMENT OPERATIONS AND SUPPORT MANAGEMENT) REF NO: 31850/03**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : 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 an organizing. Project/programme formulation. Project monitoring and evaluation.

**DUTIES** : The successful candidate will perform the following duties: Support the development, review and implementation of the District One plan (Function 1,2,3,4 and 12). Support the development, implementation and monitoring of Municipal Infrastructure projects. Monitor and support the implementation of Section 154 an intervention to improve performance of dysfunctional and identified municipalities. Manage the implementation of Community Work Programme. Management functions.

**ENQUIRIES** : Mr S Douglas Tel No: 012 336 5634  
**APPLICATIONS** : Applications must be submitted electronically via email to [cogta124@ursonline.co.za](mailto:cogta124@ursonline.co.za). URS Response Handling Tel No: 012 811 1900.

**POST 03/31** : **SENIOR ADMIN OFFICER: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: 31850/04**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma in Public Administration/Development Studies or equivalent (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' appropriate experience in a relevant field. Proficient in MS Excel, MS Word. A valid driver's license and willingness to travel. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution Technical Competencies: In

depth knowledge and understanding of: Office management systems. Local Government legislation. Interpreting and analysis.

**DUTIES** : The successful candidate will perform the following duties: Provide administrative support in monitoring the functionality of Municipal Public Account Committees (MPACs). Provide administrative support to strengthen council oversight role in provinces and municipalities. Provide administrative support in monitoring compliance with the Code of Conduct for Councilors. Provide overall secretariat support to the Demarcation and Structures Implementation Directorate.

**ENQUIRIES** : Mr N Mathye Tel No: 012 395 4699

**APPLICATIONS** : Applications must be submitted electronically via email to [cogta125@ursonline.co.za](mailto:cogta125@ursonline.co.za). URS Response Handling Tel No: 012 811 1900.

**POST 03/32** : **SENIOR PROJECT COORDINATOR: FREESTATE REF NO: 31850/05**

**SALARY** : R331 188 per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 Certificate, and a three-year Bachelor's degree or a three-year National diploma or equivalent (NQF level 7 or 6 as recognised by SAQA) with 2 to 3 years' working experience. Proficient in MS Excel and MS Word. A valid driver's license and willingness to travel. Additional Requirements (Advantage): Qualification in Project Management. Proven experience in project management. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and Execution. Coordinate and support CWP site visits to monitor the performance of Implementing Agents and Partners. Support the implementation of key strategic projects and provincial and local level.

**DUTIES** : The successful candidate will perform the following duties: Coordinate the development and finalisation of CWP Site Business Plans and Site Training Plans. Validate invoices from CWP Implementing Agents and Partners to ensure compliance with CWP Implementation Policy. Coordinate and support CWP site visits to monitor the performance of Implementing Agents and Partners. Support the implementation of key strategic projects and provincial and local level.

**ENQUIRIES** : Ms N Njokweni Tel No: 012 848 4712

**APPLICATIONS** : Applications must be submitted electronically via email to [cogta126@ursonline.co.za](mailto:cogta126@ursonline.co.za). URS Response Handling Tel No: 012 811 1900.



**DEPARTMENT OF EMPLOYMENT AND LABOUR**

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

<b><u>CLOSING DATE</u></b>	:	10 February 2023 at 16:00
<b><u>NOTE</u></b>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

**MANAGEMENT ECHELON**

<b><u>POST 03/33</u></b>	:	<b><u>DIRECTOR: INTERNAL AUDIT REF NO: HR 5/1/2/3/11</u></b>
<b><u>SALARY</u></b>	:	R1 105 383 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF Level 7) in Internal Audit/Accounting/Cost and Management Accounting. Professional Internal Auditor Certificate-PIA is required. Certified Internal Auditor- CIA as an added advantage. Pre-entry Certificate for SMS is required. Institute of Internal Auditors. 5 years' functional experience at middle management level in internal audit environment. Knowledge: Compensation Fund policies, procedures and processes. Performance Audit standards. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho

Pele Principles. Legislative Requirements: PFMA and National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.

**DUTIES** : Oversee the compliance and assurance of the Fund to the relevant legislation and regulations. Manage the provision of an effective audit function to the Fund. Manage the monitoring of the performance on the internal operations of the Fund. Manage the Internal Audit Quality Assurance in the Fund. Manage the Directorate.

**ENQUIRIES** : Mr V Mafata at (060) 989 8326

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

**POST 03/34** : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/23/02/12HO**

**SALARY** : R1 105 383 per annum, (all inclusive)

**CENTRE** : Provincial Office: Mmabatho

**REQUIREMENTS** : Three (3) year undergraduate B. Degree/B-Tech/ Adv. Diploma (NQF 7)/ NQF 7 Qualification in Chemical Engineering/Electrical Engineering/ Construction Engineering/ Mechatronics Engineering/ Environmental Health/ BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM Accounting/ Auditing. A valid driver's licence. Five (5) years middle management experience and three (3) years functional experience in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, LRA, BCEA, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contributions Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Research skills, Project Management.

**DUTIES** : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.

**ENQUIRIES** : DDG: IES Ms A Moiloa Tel No: 012 309 4389

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

#### **OTHER POSTS**

**POST 03/35** : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/1/229**

**SALARY** : R1 071 918 - R1 189 656 per annum, (OSD)

**CENTRE** : Provincial Office, Eastern Cape

**REQUIREMENTS** : Masters' Degree in Psychology, three (3) years' appropriate experience as psychologist after registration with HPCA as a counselling/Industrial Psychologist Drivers Licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal and Information Management Act.

**DUTIES** : Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in labour centres. Establish programmes for career counsellors in the province. Ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.

**ENQUIRIES** : Ms N Ngaki Tel No: (043) 701 3000

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street East London 5200

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, East London

**POST 03/36** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X4 POSTS)**

**SALARY CENTRE** : R908 502 per annum, (all inclusive)

: Ficksburg Labour Centre Free State: Ref No: HR 4/4/8/826 (X1 Post)

: Labour Centre: Butterworth Ref No: HR4/4/1/310(X1 Post)

: Labour Centre: Emaxesibeni Ref No HR4/4/1/311(X1 Post)

: Labour Centre: Giyani Ref No: HR 4/4/6/144) (X1 Post)

**REQUIREMENTS** : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration / Management, Business Administration/ Management, Operations Management, Project Management. Three- years Legal qualification (LLB/BCOM LAW/BA LAW/B Proc). Experience: Five- years' experience of which Two at an Assistant Director level and Three years' functional experience in Labour Market Operations/ Service delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour legislation, Departmental Policies & Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer Skills, Presentation Skills, Communication (Both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity Management, Change Management, Monitoring and Evaluation.

**DUTIES** : Manage service delivery objectives as per mandate of the Department of Labour. Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities, including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.

**ENQUIRIES** : Ms E Maneli Tel No: (056) 505 6203

: Ms NP Douw-Jack Tel No: (043) 701 3128

: Ms SM Lebogo Tel No: 015 290 1662

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State

: Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street East London 5200 For Attention: Sub-directorate: Human Resources Operations, East London

: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane

**POST 03/37** : **ASSISTANT DIRECTOR (OCCUPATIONAL THERAPY) REF NO: HR4/4/11/36**

**SALARY CENTRE** : R540 840 – R582 771 per annum, (OSD)

: Provincial Office: Mmabatho

**REQUIREMENTS** : National Diploma/ Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum of five (5) year's relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service Regulations, Policies and Procedures. Customer Service (Batho Pele Principles) Skills: Rehabilitation skill. Analytical skills. Business Writing skills. Required IT skills. Strategic Leadership. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organising. Problem Solving and Analysis. Decision Making. Accountability. Client Orientation and Customer Focus. Communication. Work Ethics and self-management. Risk Management and Corporate Governance. Environmental Awareness.

**DUTIES** : Manage early return to work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policies and

protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr. UT Qambata Tel No: (018) 387 8100  
 Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.  
 Sub-directorate: Human Resources Management

**POST 03/38** : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES ADMINISTRATION REF NO: HR4/4/11/37**

**SALARY CENTRE REQUIREMENTS** : R491 403 per annum  
 Provincial Office: Mmabatho  
 Three (3) year's relevant tertiary qualification in Social Sciences (Psychology, Public/ Business Administration). Two (2) years supervisory experience. Two (2) years functional experience in Public Employment/ Public Administration/ Management Services. Knowledge: ILO Conventions, Financial Management. Human Resource Management. Social Plan Guidelines. Skills: Planning and organising. Communication skills. Computer skills. Analytical skills. Presentation skills. Interpersonal skills. Report writing skills. Leadership. Networking.

**DUTIES** : Provide administrative support to the PES at the Provincial Office. Compile and monitor the budget for the PES at the Provincial Office. Compile and submit reports for the PES at the Provincial Office. Provide Human Resources Management function to PES at the Provincial Office.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr. UT Qambata Tel No: (018) 387 8100  
 Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.  
 Sub-directorate: Human Resources Management

**POST 03/39** : **WORK SEEKER REGISTRATION CO-ORDINATOR (ASSISTANT DIRECTOR) REF NO: HR4/4/12/01**

**SALARY CENTRE REQUIREMENTS** : R491 403 per annum  
 Provincial Office: Gauteng  
 Three (3) years relevant tertiary qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years management experience and three (3) years functional experience in Public Employment, Public Administration / Management services. Valid driver's licence. Knowledge: ILO Conventions. Financial Management, Human Resource Management. Knowledge Management. Employment Service Act. Unemployment Insurance Act. Compensation for Occupational Injuries and Diseases Act. PFMA. Public Service Act. Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Report writing. Information management.

**DUTIES** : Provide operational and technical support to labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Facilitate the training of ESSA end users (internal and External) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

**ENQUIRIES APPLICATIONS** : Mr MM Netshisaulu Tel No: (011) 853 0300  
 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein

**POST 03/40** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: HR4/4/11/38**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum  
 Provincial Office: Mmabatho  
 Three years' qualification in Office Management/ Administration/ Public Administration, Two years' Supervisory experience, Two years' functional experience in office support environment. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI

		Contribution Act, Employment Equity Act. SKILLS: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.
<b><u>DUTIES</u></b>	:	Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.
<b><u>ENQUIRIES</u></b>	:	Mr UT Qambata Tel No: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management
<b><u>POST 03/41</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR 4/4/6/145</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Limpopo
<b><u>REQUIREMENTS</u></b>	:	Three year's tertiary qualification in Public Administration/ Business Administration or equivalent, Certificate in Project Management methodologies will be an added advantage, Four years functional relevant experience in project management environment or equivalent and a Valid Driver's licence Knowledge: Public Financial Management Act, Public Service Regulations, Labour Activation Framework, Skills Development Act, Project Management Principles, Diversity Management, Basic Education and Training, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Project Management Methodologies Skills: Negotiation, Interpersonal, Presentation, Problem solving, Planning and organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.
<b><u>DUTIES</u></b>	:	Implement training/skills programmes to the relevant stakeholders that will benefit UIF Beneficiaries, Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation, Implement information management systems and ensure the records in the section are maintained, Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.
<b><u>ENQUIRIES</u></b>	:	Ms Maluleke TE Tel No: 015 290 1768
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>POST 03/42</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/89</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Prospecton Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Experience: 2 years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in

Court as a state witness, plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Mr K Naidoo Tel No: (031) 913 9700  
**APPLICATIONS** : Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongintwini 4120  
 Or hand deliver at N 3 Prospecton Place, Prospecton.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 03/43** : **SUPERVISOR: REGISTRATION SERVICES (X3 POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Soshanguve Labour Centre Ref No: HR4/4/4/12/09 (X1 Post)  
 Labour Centre: Germiston Ref No: HR 4/4/4/12/02 (X1 Post)  
 Labour Centre: Polokwane Ref No: HR 4/4/6/139 (X1 Post)

**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

**DUTIES** : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.

**ENQUIRIES** : Mr T Negwekhulu Tel No: (012) 730 0500  
 Ms TE Maluleke Tel No: 015 290 1768  
 Ms SH Ceasar Tel No: (011) 814 7096

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng  
 Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane

**POST 03/44** : **OHS INSPECTOR (X2 POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Labour Centre: Rustenburg Ref No: HR 4/4/23/01(X1 Post)  
 Kroonstad Labour Centre Free State Ref No: HR 4/4/8/827(X1 Post)

**REQUIREMENTS** : Senior Certificate plus a Three (3) year recognised qualification in the relevant field, i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Valid driving license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning organizing, Communication, Compute literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.

**DUTIES** : To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act, Plan, investigate and finalise independently incidents and

complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness, Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Mr UT Qambata Tel No: (018) 387 8100  
Mr S Malope Tel No: (056) 215 1812

**APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho  
Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State

**POST 03/45** : **INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/12/10**

**SALARY** : R269 214 per annum  
**CENTRE** : Kempton Park Labour Centre  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's licence. One (1) year functional experience in Inspection and enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills.

**DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

**ENQUIRIES** : Ms J Ralane Tel No: (011) 975 9301  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

**POST 03/46** : **CLAIMS ASSESSOR: COID SERVICES REF NO: HR 4/4/12/11 (X3 POSTS)**

**SALARY** : R269 214 per annum  
**CENTRE** : Pretoria Labour Centre  
**REQUIREMENTS** : Three -year tertiary qualification in Public Management/ Public Administrations/ Social Science/ OHS/ Finance/ HRM. 1-year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.

**DUTIES** : Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Serve as a Team Leader/ Supervisor.

**ENQUIRIES** : Dr V Mabudusha/ Mr S Mdluli Tel No: (012) 319 1933  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 De Korte Street, Braamfontein.

- FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng
- POST 03/47** : **ADMIN OFFICER: VETTING REF NO: HR 5/1/2/3/12**
- SALARY** : R269 214 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Three-year qualification in Security Management/ Security Risk Management/ Computer Science/ Policing. 1 years' functional experience in information security environment. Private Security Industry Regulatory Authority-Grade C. Knowledge: Public Service Regulations. Department of Employment and Labour and Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles) COIDA. Occupational Health and Safety Act (OHS). Legislative Requirements: Minimum Information Security Standard. National Strategic Intelligence Act. Criminal Procedure Act. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Protection of Personal Information Act. Protection of Information Act. Constitution of South Africa. Skills: Data Capturing. Telephone Skills and Etiquette. Security Skills. Communication (verbal and written). Investigative Skills.
- DUTIES** : Provide effective information security practices and compliance in the Fund. Protect and safeguard the Funds information. Coordinate information security awareness in the Fund. Administer and facilitate pre-screening and vetting clearance applications process.
- ENQUIRIES** : Mr LE Motlhake Tel No: (012) 319 9166  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building For Attention: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 03/48** : **PRACTITIONER: THIRD PARTY REF NO: HR 5/1/2/3/13**
- SALARY** : R269 214 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Three-year qualification in Financial Management/ Financial Accounting. 1-year functional experience in debt collection environment. Knowledge: Compensation Fund business strategies policies and procedure. Customer Service principles (Batho Pele Principles). Understanding audits processes, principles and practices. Understanding financial risk. Understanding public sector revenue and receivable processes. Debt Collection internal control. COIDA. Legislative Requirements: PFMA. National Treasury regulations. Promotion of Access to information Act. Protection of personal information Act. Skills: Computer literacy. Technical proficiency. Business Writing. Analytical thinking. Decision making. Communication (verbal and written). Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership.
- DUTIES** : Attend to the collection of debt. Conduct debtor administration. Attend to final Award letters. Supervision of staff.
- ENQUIRIES** : Ms E Bouwer at (082) 782 8609  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 03/49** : **OFFICE ADMINISTRATOR REF NO: HR4/4/11/39**
- SALARY** : R269 214 per annum  
**CENTRE** : Provincial Office: Mmabatho  
**REQUIREMENTS** : Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures,



		Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<b><u>DUTIES</u></b>	:	Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. UT Qambata Tel No: (018) 387 8100
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Sub-directorate: Human Resources Management
<b><u>POST 03/50</u></b>	:	<b><u>INSPECTOR BCEA (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R218 064 per annum
	:	Potchefstroom Labour Centre Ref No: HR 4/4/11/32 (X2 Posts)
	:	Rustenburg Labour Centre Ref No: HR4/4/11/33 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three-years tertiary qualification in Labour Relations/ BCOM Law/LLB. No experience required. A valid motor vehicle driving license. Knowledge: National Minimum Wage Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Compensation for Occupational Diseases and Injuries Act. Skills: Facilitation, Planning and organizing (Own work), Interpersonal skills, Computing (spread sheets, Power point and word processing), Problem solving skills, Interviewing skills, Verbal and written communication skills, Analytical.
<b><u>DUTIES</u></b>	:	Monitor compliance by conducting inspections to determine level of compliance with BCEA and Sectoral Determinations and NMWA. Execute investigations on reported complaints pertaining to contravention of BCEA, Sectoral Determination and NMWA and enforce where and when necessary. Serve enforcement notices on non-complying employers. Process on non-complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the BCEA and NMW Act.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z Sekate Tel No: (018) 387 8194.
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho. Sub-directorate: Human Resources Management
<b><u>POST 03/51</u></b>	:	<b><u>INSPECTOR (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R218 064 per annum
	:	Labour Centre: Boksburg Ref No: HR4/4/4/12/03 (X1 Post)
	:	Labour Centre: Pretoria Ref No: HR4/4/4/12/04 (X2 Posts)
	:	Springs but stationed at Alberton Labour Centre Ref No: HR 4/4/4/12/12(X1 post)
	:	Ulundi Labour Centre Ref No: HR4/4/5/104 (X1 Post)
	:	Petrusburg Labour Centre Free State Ref No: HR 4/4/8/828 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr NV Motaung Tel No: (011) 898 3340 Ms MA Phasha Tel No: (012) 309 5000

		Mr LSM Nkutha Tel No: (011) 975 9301
		Mr T Nkosi Tel No: (035) 879 8800
		Mr D Namane Tel No: (053) 574 0932
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein
		Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi.
		Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
		For Attention: Sub-directorate: Human Resources Operations, Free State
<b><u>POST 03/52</u></b>	:	<b><u>RECORDS ADMINISTRATOR: UI (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R218 064 per annum
	:	Gauteng Provincial Office Ref No HR4/4/4/12/13 (X1 Post)
	:	Randburg Labour Centre Ref No HR4/4/4/12/14 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
<b><u>ENQUIRIES</u></b>	:	Mr PP Godongwana Tel No: (011) 853 0300
	:	Ms M Tyelbooi Tel No: (011) 781 8144
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<b><u>POST 03/53</u></b>	:	<b><u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R218 064 per annum
	:	Labour Centre: Atteridgeville Ref No: HR4/4/4/12/05 (X1 Post)
	:	Labour Centre: Pretoria Ref No: HR4/4/4/12/06 (X1 Post)
	:	Labour Centre: Polokwane Ref No: HR4/4/6/140 (X2 Posts)
	:	Labour Centre: Klerksdorp Ref No: HR4/4/4/23/07 (X1 Post)
	:	Labour Centre: Rustenburg Ref No: HR 4/4/11/34 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry Within the Registration services. Render Employment Services to all the clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES</u></b>	:	Ms N Khoza Tel No: (012) 373 4432
	:	Ms MA Phasha Tel No: (012) 309 5000
	:	Ms JM Fope Tel No: 015 290 1699
	:	Mr UT Qambata Tel No: (018) 387 8100
	:	Ms Z Sekate Tel No: 018 387 8194
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein
	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane
	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. For Attention: Sub-directorate: Human Resources Management
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

**POST 03/54** : **CLIENT SERVICE OFFICER: COID SERVICES REF NO: HR4/4/5/01**

**SALARY** : R218 064 per annum  
**CENTRE** : Pietermaritzburg Labour Centre: KZN  
**REQUIREMENTS** : Grade 12/ Senior Certificate. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund Value Chain, Directorate goals and performance requirements, Public Finance Management Act and Treasury Regulations, Customer Service (Batho Pele Principles). Skills: Computer Literacy, Business Writing, Listening, Telephone etiquette, Basic interpersonal.

**DUTIES** : Provide administration services regarding COID legislation to the client of the Department. Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.

**ENQUIRIES** : Mr M September Tel No: (033) 341 5300  
**APPLICATIONS** : Deputy Director: Provision Operations: P/Bag 9048, Pietermaritzburg, 3200 or hand deliver at 370 Langaibalele Street, Pietermaritzburg.

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

**POST 03/55** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

**SALARY** : R181 599 per annum  
**CENTRE** : Labour Centre Modimolle Ref No: HR4/4/6/142 (X1 Post)  
Labour Centre: Seshego Ref No: HR4/4/6/143 (X1 Post)  
**REQUIREMENTS** : Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

**DUTIES** : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

**ENQUIRIES** : Mr MI Makgobola Tel No: 015 290 1664  
Mr B Zondi Tel No: (032) 541 5600  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane

**POST 03/56** : **ADMINISTRATIVE CLERK: SUPPORT SERVICES (X3 POSTS)**

**SALARY** : R181 599 per annum  
**CENTRE** : Labour Centre: Johannesburg stationed at Provincial Office: Gauteng Ref No: HR4/4/4/12/07 (X1 post)  
Labour Centre: Johannesburg Ref No: HR4/4/4/12/08 (X2 posts)  
**REQUIREMENTS** : Matriculation/Grade 12 plus zero experience. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Data capturing. Skills: Planning and organizing. Communication. Computer Literacy.

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

**ENQUIRIES** : Ms MH Rampou Tel No: (011) 853 0300  
Ms FS Tshabalala Tel No: (011) 853 0300  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein

## DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Marked for the attention: Human Resources Management
- CLOSING DATE** : 20 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 only 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. Shortlisted 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/trainingcourse/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.

## MANAGEMENT ECHELON

- POST 03/57** : **DIRECTOR: SAFETY, HEALTH, ENVIRONMENT AND QUALITY MANAGEMENT REF NO: EP04/2023**
- 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** : Pretoria
- REQUIREMENTS** : An undergraduate graduate qualification in Environmental Science/Environmental Management or relevant qualification on NQF 7 as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level within the relevant field. Good command of written and oral English and any other official languages. Knowledge of strategic management or planning and Business process management and planning. Knowledge of Environmental Law, monitoring and Evaluation. Understanding of project management, risk management and waste management. Knowledge of policy development and procedures. Knowledge of organisation of performance management and research methodologies and presentation. Ability to work with difficult persons and to resolve conflict, Ability to work under pressure and

- long hours. Ability to develop and apply policies, Ability to work individually and in team. Ability to gather and analyse information. Sound understanding of organising, facilitation, and excellent communication skills, Computer literacy, technical writing skills and report writing skills.
- DUTIES** : Manage Occupational Health & Safety planning, assurance and implementation of Continuous Improvement process of all EP Projects, Manage quality planning, assurance and implementation of continuous improvement process of all EP soil conservation projects, Manage quality planning, assurance and implementation of continuous improvement process of all EP structural and civil engineering projects, Manage quality planning, assurance and implementation continuous improvement process of all EP environmental conservation and restoration projects.
- ENQUIRIES** : Ms M Skosana Tel No: 012 399 9708
- POST 03/58** : **DIRECTOR: OPERATIONAL SUPPORT AND PLANNING: INFRASTRUCTURE REF NO: EP04/2023**
- 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 graduate qualification in Civil Engineering or relevant qualification on NQF 7 as recognized by SAQA and a registered professional. Five (5) years of experience at a middle/senior managerial level within the relevant field. Good command of written and oral English and any other official languages. Knowledge of strategic planning and Business planning. Knowledge of Environmental science, monitoring and Evaluation. Understanding of project management, risk management and contract management. Knowledge of policy development and procedures. Knowledge of Infrastructure based projects and research methodologies and presentation. Ability to work with difficult persons and to resolve conflict, Ability to work under pressure and long hours. Ability to develop and apply policies, Ability to work individually and in team. Ability to gather and analyse information. Sound understanding of organising, facilitation, and excellent communication skills, Computer literacy, technical writing skills and report writing skills.
- DUTIES** : Manage research programmes in support to planning and implementation of Infrastructure Projects, Coordinate and support the development of effective strategic and operational planning tools, providing programme review Support to the Regions (non-infrastructure) projects, Manage the development of programme criteria and development/review of norms and standards for the infrastructure programmes.
- ENQUIRIES** : Ms M Skosana Tel No: 012 399 9708

#### OTHER POSTS

- POST 03/59** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: INTEGRATED ENVIRONMENTALAUTHORISATIONS REF NO: RCSM03/2023**
- SALARY** : R517 725 per annum, (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognized 4-year degree in Environmental Management/Science or Natural Science or equivalent qualification (NQF 8) in a related field coupled with 6 years post qualification experience. Appropriate experience in the application of National Environmental Management Act (Act 107 of 1998) (NEMA), as amended, NEMA Environmental Impact Assessment Regulations 2014 (GN No. R982 of 4 December 2014, as amended) and all associated integrated environmental management instruments and tools. Understanding of the policy and legislative framework governing environmental management in general and legislative process. Good interpersonal relations, well-developed verbal and written communication skills. The incumbent must have the ability to work independently and, in a team, and work efficiently under pressure without direct supervision. Good administrative, organisational, planning, database development, troubleshooting and management as well as excellent reporting skills is required. Being a registered environmental assessment practitioner

		with the environmental assessment practitioner association of South Africa (EAPASA) will be an added advantage.
<b><u>DUTIES</u></b>	:	Compilation of the annual performance report, quarterly reports, monthly reports and collating the evidence in support of the progress. Compilation of the weekly tracking reports for applications for environmental authorisation, and associated instruments and related queries. Co-ordination and facilitation of an effective and functional on-line application system and the responsibility to ensure updated application forms and associated templates are available. Overall administration, allocation, distribution, dissemination and archiving of all applications for environmental authorisations and related documents. Management of all queries related to the application process and responses thereto. Drafting of standard operating procedures and related operational documents.
<b><u>ENQUIRIES</u></b>	:	Ms Millicent Solomons Tel No: 012 399 9382
<b><u>POST 03/60</u></b>	:	<b><u>CONTROL ENVIRONMENTAL OFFICER GRADE A: INTEGRATED ENVIRONMENTAL AUTHORISATIONS REF NO: RCSM04/2023</u></b>
<b><u>SALARY</u></b>	:	R517 725 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized 4-year degree in Environmental Management/Science or Natural Science or equivalent qualification (NQF 8) in a related field coupled with 6 years post qualification experience. EIA Certificate will be an added advantage. Experience in the administration and review of EIA's and the dynamics of EIA's administration systems. Knowledge of the provision of National Environmental Management Act, as amended, in particular S24G and National Environmental Management Waste Act. Knowledge of EIA Regulations, the integrated environmental management and its application. Extensive knowledge of sustainable development ideals and objectives. Applicants must have the following skills: Advance computer skills, Project management skills, report writing skills and good communication skills (written and oral). Applicants must be able to work individually and, in a team, and must have the ability to work under pressure without supervision. Applicants must be willing to travel extensively. A valid Driver's License.
<b><u>DUTIES</u></b>	:	Administer the environmental authorisation system in terms of NEMA and NEMWA, related to all national developments, Review EIA reports and recommendations made by Case Officers, Establish and or maintain relationships with key stakeholders (via monthly or regular meetings or forums), Manage, respond and / or delegate queries from National Stakeholders. Manage, guide and advise Control Environmental Officers and Case officers. Facilitate in pre-application consultations/meetings with National Stakeholders. Administer and review all National Applications. Implement and promote integrated environmental decision making. Develop, implement, maintain and promote the development of decision support processes. Review and /or provide technical input to Appeals Response Reports. Support Regulatory Services with compliance monitoring and enforcement. Participate in environmental monitoring committees (EMC) or environmental liaison committees (ELC) / Authority Committees (AC) for EIA authorisations issued. Respond to PAIA requests, Ministerial and Parliamentary.
<b><u>ENQUIRIES</u></b>	:	Mr V Skosana Tel No: 012 399 9326
<b><u>POST 03/61</u></b>	:	<b><u>SENIOR VETTING INVESTIGATOR REF NO: CMS03/2023</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum, (total package of R689 900 per annum/ conditions apply)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ National Diploma (NQF6) in Social Science or relevant qualification. A minimum of three (3) years' experience in Vetting and Investigation or related field. Applicants must have completed vetting skills training programme at SSA. Knowledge of Security Vetting policies, General security functions, public services prescripts, fraud and prevention and security vetting investigations. Ability to gather and analyse information. Ability to collect and interpret information and reports. Ability to develop and apply policies. Communication skills (written and spoken), Interpersonal relations, planning and organising, Report writing, leadership, Conflict management and resolution, Decision-making, interviewing and analytical and good report writing skills. Ability to work under extreme pressure. Ability to work independently and in a team. Ability to work long hours voluntarily. Computer

literacy Skills that would include a good working knowledge of Microsoft Office products. Interviewing experience and a valid driver's license.

**DUTIES** : Conduct vetting field work investigations. Provide inputs for the development and implementation of policies, guidelines, norms, and standards in vetting investigations. Ensure effective communication between the Department and the State Security Agency (SSA) and other related institutions. Provide effective communication channels and systems between the Department and stakeholders. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Participation in project and task teams dealing with variety of subject areas. Conduct vetting and security related research and development. Compile reports for each subject. Conduct vetting awareness in all DFFE offices.

**ENQUIRIES** : Ms. M Booysen Tel No: (012) 399 8548

**POST 03/62** : **IT SERVER SUPPORT REF NO: CMS02/2023**

**SALARY** : R393 711 per annum (total package of R571 367 per annum/ conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Information Technology (IT) or relevant qualification. A minimum of 3-5 years' experience in server support environment or other related fields. Experience in project management and infrastructure development. Knowledge of IT support services, ITC management legislative frameworks, Desktop management. Knowledge of public service procedures and prescripts, Change Management, financial management, knowledge Management and service Delivery Innovation (SDI). Sound organising and planning skills, good communication skills, good interpersonal relations skills. Problem solving and analysis. Innovative and proactive. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Client orientation and customer focus.

**DUTIES** : Render and administer heterogeneous server environment. Administer server operating systems. Administer server hardware and software support services. Installing and configuring new server hardware and software. Ensure maintenance and performance tuning. Perform routine audits of systems and software. Conduct data backup and recovery management. Provides systems security administration on servers. Maintain operating system updates, patches, and configuration changes.

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

## DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, together with an Application for Employment Form (New Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za), by the closing date to: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries) street, Pretoria, 0001
- CLOSING DATE** : 10 February 2023
- NOTE** : Applications must be sent to the correct address specified at the bottom of the circular, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at [www.gov.za](http://www.gov.za); accompanied by a comprehensive CV only, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible). Shortlisted candidates will be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), as well as the relevant highest educational qualifications, on or before the day of the interview. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed (applicants will submit only when shortlisted). Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2 / 3 parts, splitting the attachments accordingly. Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

## OTHER POSTS

- POST 03/63** : **DEPUTY DIRECTOR: MOVEMENT CONTROL SYSTEM REF NO: HRMC2/23/1**  
Branch: Immigration Services  
Chief Directorate: Port Control  
Sub-Directorate: Movement Control System  
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R908 505 - R1 070 169 per annum (Level 12), (all-inclusive salary package)  
: Head Office, Pretoria  
: An undergraduate qualification in Public Administration / Information Technology at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience at Assistant Director / junior management level in Law Enforcement related environment. Basic experience in process management and system analysis. Experience with Departmental Movement Control Systems would be an added advantage. Knowledge and understanding of the Immigration Act



and the Refugees Act. Knowledge and understanding of Public Service prescripts and Legislation. Knowledge and understanding of legislations governing the protection of personal information. Knowledge of the Public Finance Management Act and Treasury Regulations. People Management and Empowerment. Service delivery innovation. Client orientation and customer focus. Human Resource utilization, forecasting and planning. Financial and project management. Honesty and integrity. Communication and decision making. Problem solving and conflict management. Business report writing and presentation skills. Influencing and networking. Planning and organising. Strong analytical skills. Intermediate computer literacy. Facilitation and negotiation skills. Research methodology as well as interpersonal relations. A valid drivers' license, willingness to travel and extended working hours may be required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate operations affecting the immigration movement control systems. Administer operations in the Sub-Directorate Movement Control System. Ensure compliance with policies, procedures and prescripts. Manage business requirements for systems efficiency, service improvements and security. Pro-actively manage service providers to secure the traveller value chain and ensure the availability, trustworthiness and correctness of data on the Department's mainframe and port of entry movement control systems for utilisation by internal and external stakeholders. Consider processes to enhance system performance, service delivery and security. Compile business requirements and identify areas of development, integration or enhancements of new / existing systems. Test the system against the functional specifications and assist with the rollout of system enhancements at the ports of entry. Coordinate and oversee the analysis of information relating to special investigations and enquiries. Oversee the gathering, processing and analysis of information. Manage the provision of information from the system to internal and external role-players. Conduct data analysis to produce high level reports, special investigations, media statements and information for bilateral meetings. Development and implementation of policy and procedure, Directives, Acts and Regulations. Develop and review communication policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. Monitor progress on execution of operational plans. Manage physical, human and financial resources.

**ENQUIRIES**

: Ms R Anker, Tel No: (012) 406 4126

**POST 03/64**

: **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: HRMC 2/23/2**  
Branch: Counter Corruption and Security Services  
Directorate: Investigations  
(Re-advertisement)

**SALARY CENTRE REQUIREMENTS**

: R766 584 - R903 006 per annum (Level 11), (an all-inclusive salary package)  
: Head Office, Pretoria  
: An undergraduate qualification in Information Technology / Internal Auditing (Systems Audit) at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience in junior management conducting digital forensic investigations or systems audit. EnCase Certified Examiner (EnCE), Access Data Certified Examiner (ACE, GIAC Certified Forensic Examiner (GCFE), Cellebrite Certified Mobile Examiner (CCME), Certified Ethical Hacking Certification (CEH), Certified Information System Security Professional (CISSP), Offensive Security Certified professional will be an added advantage. Knowledge of the South African Constitution. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Minimum Information Security Standards, National Intelligence Strategy Act as well as the Protection of Information Act. Knowledge of the Criminal Procedure Act. Understanding of investigative techniques and methodology. Strategic capability and leadership. Service delivery innovation, Client orientation and customer focus. Honesty and integrity. Analytical and critical thinking. Computer literacy. Process analysis and improvement. Business report writing. Crime information management. A valid driver's license and willingness to travel.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct effective digital forensic investigative operations relating to fraud, corruption and syndicate cases alleged to be perpetrated by officials of the Department. Collect, process, analyse and preserve digital

evidence in disciplinary and criminal cases. Develop and maintain the intelligence management system within the Branch. Conduct investigations on fraud and corruption cases involving officials of the Department. Investigate, verify fraud and corruption in line with investigation methodologies. Identify cases for investigation through profiling of officials, offices and syndicates. Build and maintain relationship with various stakeholders. Liaise with internal and external stakeholders on digital forensic and other investigations. Manage human, physical and financial resources within the Unit.

**ENQUIRIES**

: Mr A Molatlhegi Tel No: (012) 406 2845

**POST 03/65**

: **CASE WORKER (X4 POSTS)**

**SALARY**

: R393 714 - R463 764 per annum (Level 09) (A basic salary). In addition, a range of competitive benefits are offered.

**CENTRE**

: Eastern Cape: Refugee Reception Centre - Gqeberha Ref No: HRMC NO 2/23/3a (X1 Post)  
 KwaZulu-Natal: Refugee Reception Centre – Durban Ref No: HRMC NO 2/23/3b (X1 Post)  
 Limpopo: Refugee Reception Centre - Musina Ref No: HRMC NO 2/23/3c (X1 Post)  
 Western Cape: Refugee Reception Centre – Cape Town Ref No: HRMC NO 2/23/3d (X1 Post)

**REQUIREMENTS**

: An undergraduate qualification in Law / Humanities / Social Sciences or related field at NQF level 6 as recognized by SAQA. Minimum of 3 years' experience in a law environment. Knowledge of the South African Constitution. Knowledge of the Refugees Act and Protection Act. Knowledge of the Domestic and Refugee legislation. Knowledge and understanding of the departmental legislation and prescripts. Knowledge of the Public Service Regulatory Framework. Computer literacy. Communication, analytic thinking and Interpersonal skill. Planning and organizing. Problem-solving, verbal and written communication skills. Financial administration, attention to detail, clerical and administration. Multi-task and teamwork. Record and time management. A valid driver's license and willingness to travel when required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide administrative support with regard to refugee appeal status determinations. Prepare submissions on opinions to the Refugee Appeal Authority. Oversee the administration of document management processes and systems. Implementation of policy, procedures, directives and regulations. Implement governance processes, framework and procedures of the review and appeal against admissions. Ensure compliance with all audit requirements, quality and risk management frameworks, standards, and procedures. Build and maintain relationship with various stakeholders. Ensure business transformation and partnership with clients and vendors. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements. Report on all risk and financial indicators. Administer human and physical resources within the Unit.

**ENQUIRIES**

: Mr N Makaluza Tel No: (012) 316 9800

**POST 03/66**

: **ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO: HRMC 2/23/4**

Branch: Refugee Appeals Authority of South Africa

**SALARY**

: R393 714 - R463 764 per annum (Level 09). (A basic salary) In addition, a range of competitive benefits are offered.

**CENTRE**

: Head Office, Pretoria

**REQUIREMENTS**

: An undergraduate qualification in Office Management or related at NQF level 6 as recognized by SAQA Minimum of 3 years' experience at Senior Administrative Officer level. Experience in administration support environment. Knowledge of the Public Service Regulatory Framework, Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management processes. Knowledge and understanding of Departmental Policies and Regulations. Strategic capability and leadership. Service delivery and innovation. Business continuity, people management and empowerment. Expenditure, program and project management. Accountability, conflict management and resolution. Change and time management. Decision making.

Problem solving and analysis. Communication, business report writing, presentation as well as interpersonal skills. Influencing and networking. Planning and organising. Client orientation and customer focus. Computer literacy. A valid drivers' license, willingness to travel and work extended hours when required.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate administration and secretariat services for Refugee Appeals Authority. Facilitate the logistical arrangements for the management, projects and governance committee meetings. Follow-up on progress status on key resolutions taken from the Refugee Appeals Authority meetings. Facilitate finance and administration processes within the Unit. Control the administration of office maintenance, financial, human resources, and procurement matters in the Unit. Implement policies, procedures, directives and regulations related to Refugee Appeals Authority. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Facilitate the effective operations in the Department. Develop and implement quality assurance and data quality strategies. Ensure effective risk and compliance management. Supervise and control human, financial, physical and information resources.

**ENQUIRIES**

: Mr N Makaluza Tel No: (012) 316 9800

## 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.*

- CLOSING DATE** : 10 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 form Z83, 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). 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 Fund and a flexible portion in terms of applicable rules. As of 1<sup>st</sup> 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. *SMS posts:* All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department; Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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

## MANAGEMENT ECHELON

- POST 03/67** : **DEPUTY DIRECTOR-GENERAL: RESEARCH, POLICY, STRATEGY AND PLANNING REF NO: DOHS/03/2023**  
Branch: Research, Policy, Strategy and Planning
- SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum (Level 15), all-inclusive salary package  
: Pretoria  
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification (NQF level 7 as recognized by SAQA) in Human Settlements/ Public Administration/ Public Management or any other relevant qualification and a relevant post graduate qualification (NQF level 8 as recognized by SAQA). Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to the built environment sector, evaluate compliance with applicable legislation and regulations, ability to draft or familiarity with the human settlement sector. Extensive Knowledge of applicable legislation, policies, procedures, prescripts and practices in the research, policy, strategy and planning environment. Expert knowledge of operation and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.
- DUTIES** : The successful candidate will be responsible for the following: Provide strategic and operational leadership and management for the Department research functions and programmes. Provide strategic and operational leadership and management for the Department policy functions, responsibilities and mandates. Provide strategic and management of the Department planning

functions, responsibilities and mandates. Provide strategic and operational leadership and management for the Department strategy functions, responsibilities and mandates. Strategic management support to the Accounting and Executive Officers of the Department. Strategic management, oversight and reporting of matters related to human and financial resources allocated to the Research, Policy, Strategy and Planning Branch.

**ENQUIRIES  
APPLICATIONS**

: Ms M Thusi Tel No: (012) 444-9013  
: Applications can be e-mailed [ddgrpsp@basadzi.co.za](mailto:ddgrpsp@basadzi.co.za)

**POST 03/68**

: **DEPUTY DIRECTOR-GENERAL: INFORMAL SETTLEMENTS UPGRADING  
AND EMERGENCY HOUSING REF NO: DOHS/05/2023**  
Branch: Informal Settlements Upgrading and Emergency Housing  
(Re-Advertisement: This is a re-advertisement. Candidates who previously applied are encouraged to re-apply)

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 590 747 per annum (Level 15), all-inclusive salary package  
: Pretoria  
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF 8 as recognized by SAQA) in Town/ urban and Regional Planning or related fields/ Construction Management/ Housing other relevant fields of study. Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to property management, evaluate compliance with applicable legislation and regulations, ability to draft or familiarity with the human settlement sector. Extensive Knowledge of applicable legislation, policies, procedures, prescripts, and practices in the affordable, rental and social housing environment. Expert knowledge of operations and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.

**DUTIES**

: The successful candidate will be responsible for the following: Provide leadership and oversight on the development of informal settlements upgrade policies, strategies, and plans. Overseeing the upgrading of informal settlements and the provision of temporary housing in emergency situations and relief during disasters. Provide leadership and oversight on development of a framework to direct the development of credible business plans for informal settlements upgrading. Provide leadership and oversight on framework or guidelines for the assessment of upgrading plans and credibility of business plans. Ensure the coordination of provincial and municipal business plans and aligned to the national informal settlement business plan. Ensure the alignment of the business planning framework with e-system and digitalization of business plans national, provincially, metros and municipalities.

**ENQUIRIES  
APPLICATIONS**

: Ms M Thusi Tel No: (012) 444-9013  
: Applications can be forwarded to [ddgisueh@basadzi.co.za](mailto:ddgisueh@basadzi.co.za)

**POST 03/69**

: **DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO:  
DOHS/07/2023**  
Branch: Chief Financial Officer  
Re-Advertisement, this is a re-advertisement. Candidates who previously applied are encouraged to re-apply

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 590 747 per annum (Level 15), all-inclusive salary package  
: Pretoria  
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF 8 as recognized by SAQA) in Financial or Business Management. Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to grant and finance management, preparation and management of strategic plans and budgeting as well as implementing internal systems and control to ensure sound financial management. Extensive Knowledge of applicable legislation, policies, procedures, prescripts, and practices in the financial environment. Expert knowledge of grant and finance management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage.

- Good negotiation skills. Good communication (written and verbal) and negotiations skills. Knowledge of the legislative framework of the Public Service in terms of financial management. Pre-Entry Certificate for the Senior Management Services is compulsory.
- DUTIES** : The successful candidate will be responsible for the following: Establish and maintain effective, efficient, and transparent systems related to financial, risk management, internal control in accordance with the PFMA and Treasury Regulations as well as procurement and provisioning systems which is fair, equitable transparent, competitive and cost effective and ensure compliance. Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure and report unauthorized, irregular or fruitless and wasteful expenditure. Ensure adherence to the transfer of assets and liabilities management, compliance to any tax, levy, duty, pension and audit commitments required by legislation. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of department including conditional grant budget provisions. Ensure that proper record of the departments' financial affairs is in accordance with prescribed norms and standards and submission/ available of these reports to all relevant role-players e.g. executive authority. Ensure that proper grant management in terms of program management in DORA Act.
- ENQUIRIES APPLICATIONS** : Ms M Thusi Tel No: (012) 444-9013  
: Applications can be forwarded to [ddgcfo@basadzi.co.za](mailto:ddgcfo@basadzi.co.za)
- POST 03/70** : **CHIEF DIRECTOR: TRANSVERSAL PROGRAMMES AND PROJECTS REF NO: DOHS/04/2023**  
Branch: Affordable, Rental and Social Housing  
Chief Directorate: Transversal Programmes and Projects
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), all-inclusive salary package  
: Pretoria  
: Matric/Grade 12 or equivalent, relevant Undergraduate qualification (NQF level 7) as recognized by SAQA in Planning/ Engineering/ Architecture. An applicable post-graduate qualification in the built environment maybe considered as an added advantage in conjunction with all other qualifications. Extensive 5 years' experience at senior management level in housing and human settlements programme and project management. Relevant experience and track record in programme and project planning, funding, implementation, monitoring and oversight. Knowledge and understanding of housing and the human settlements sector including policy, legislative, regulatory compliance and governance universe and environment. Capable and competent financial, human resource and administrative experience. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. A certificate for entry into Senior Management Services (SMS) is compulsory.
- DUTIES** : The successful candidate will be responsible for the Management of national programme technical planning, funding and implementation plans and support for APEX Projects Type A, B, C (Catalytic Projects, Revitalization of Mining Towns and Title Deeds. Monitor and report on programme utilization, prioritization and applications of grants, report progress in the implementation of APEX Projects. Manage the prioritization and achievement of national programme targets in APEX Projects. Manage, co-ordinate and facilitate the national accreditation programme of municipalities.
- ENQUIRIES APPLICATIONS NOTE** : Mr C Ramalepe Tel No: (012) 444-9113  
: Applications can be e-mailed to [cddtp@basadzi.co.za](mailto:cddtp@basadzi.co.za)  
: Female candidates and people with disabilities are encouraged to apply.
- POST 03/71** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT AND COORDINATION REF NO: DOHS/08/2023**  
Branch: Office of the Director-General
- SALARY CENTRE** : R1 308 051 per annum (Level 14), all-inclusive salary package  
: Pretoria

**REQUIREMENTS**

: Candidates should be in possession of Matric/Grade 12 or equivalent. A Bachelor's degree in Public Administration / Social Sciences/ Natural Sciences/ Business Sciences (NQF 7). A Postgraduate qualification (NQF 8) will be an added advantage. Five years' experience at a senior managerial level. Five to eight years' experience within the Public Service particularly in the Human Settlements Sector. Knowledge of the HS Sector including relevant governing legislation and hierarchy/ protocol. Working experience in high level government offices such as the Office of the Director-General and Office of the Minister. Experience in financial budgeting management and business planning processes. Sound knowledge of project and programme management. Strategic capacity and leadership. Experience in change and knowledge management. Service delivery innovation. People management and empowerment. Problem solving and analysis. Client orientation and customer focus. Excellent facilitation, presentation, communication, report writing, accountability and ethical conduct.

**DUTIES**

: The successful candidate will be responsible for the following: Manage the overall functional support to the office of the Director-General. Provide executive support including strategic advice to the Director-General on key and high level Human Settlements matters. Effectively manage the linkage of the office of the Director-General with the Office of the Minister/s. Coordinate effective operational and business planning processes, ensure and oversee the plans' implementation as per Strategic Planning of the Department. Engage various branches and consolidate all strategic information in order to conduct monitoring and evaluation for the performance of the Department. Ensure quality assurance of all correspondence submitted to and from the office of the Director-General. Ensure setting up and convening of High Level Governance Structures & Entities and provide necessary support, secretariat services and logistical arrangements. Set up and manage a Departmental Corporate calendar. Manage Director-General's and Department's interaction and strategic engagement with various key stakeholders such as Parliament, Cabinet, FOSAD, other Government Departments and international stakeholders. Ensure, manage and facilitate Director-General's interface and oversight to the Human Settlements Entities. Facilitate meetings, present on behalf of the DG and Department and chair various forums and governance structures.

**ENQUIRIES**

: Mr C Ramalepe Tel No: (012) 444-9113

**APPLICATIONS**

: Applications can be e-mailed to [cdesc@Basadzi.co.za](mailto:cdesc@Basadzi.co.za)

**NOTE**

: Female candidates and people with disabilities are encouraged to apply.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	13 February 2023
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

<b><u>POST 03/72</u></b>	:	<b><u>STATE LAW ADVISOR: LP7-LP8 REF NO: 23/03/LD</u></b>
<b><u>SALARY</u></b>	:	R797 901 – R1 323 702 per annum, (Salary will be in accordance with OSD determination).The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria An appropriate LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation / advisory experience; Admission as an Attorney or Advocate; Knowledge of the Public Finance Management Act (PFMA); Experience in Constitutional Law and Administrative Law; A valid driver's license. Skills and Competencies: Legal research and drafting; Problem solving and decision making skills; Analytical thinking; Communication skills (written and verbal); Project management skills; Computer literacy; Policy analysis skills; Ability to work under pressure and independently.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Investigate, evaluate and draft new and amend primary and subordinate legislation which has a bearing on the line functions of the Department; Conduct Socio Economic Impact Assessments on primary and subordinate legislation which has a bearing on the line functions of the Department; Assist and advice Parliament Committees in the promotion of legislation; Conduct legal research, draft memoranda, reports and government notices; Evaluate and give inputs on draft legislation prepared by other Departments; Perform other duties allocated by supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. P.Leshilo Tel No: (012) 357 8240 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.



<b><u>POST 03/73</u></b>	:	<b><u>SENIOR ASSISTANT STATE ATTORNEY: (LP5-LP6) REF NO: 22/106/FS</u></b>
<b><u>SALARY</u></b>	:	R533 631 - R1 247 166 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	State Attorney: Bloemfontein An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least four (4) years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case Flow Management; Accuracy and attention to details; Communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Key Performance Areas: Represent the State in Litigation and Appeals in the High Court, Magistrate's Court, Labour Courts, Land Claim Court and CCMA, Draft and /or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinions; Deal with all forms of arbitration, including inter-departmental arbitration and debt collection; Register trust and debt collection; Provide supervision and training to other professional staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NM Dywili Tel No: (051) 407 1800 Please direct your applications to: The Director: HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<b><u>NOTE</u></b>	:	A current certificate of good standing from the relevant Law Society must accompany the application form.
<b><u>POST 03/74</u></b>	:	<b><u>COURT MANAGER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Magistrate Office, Wynberg Ref No: 04/2023/WC Magistrate Office Bethlehem Ref No: 23/04/FS An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification. A minimum of 3 years' experience in court management environment with a minimum of 2 years as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applying technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Cape Town: Ms N Bekwa Tel No: (021) 462 5471 Bloemfontein: Ms. N Dywili Tel No: (051) 407 1800 <b>Cape Town:</b> Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town 8000 or physical address: 8 Riebeeck Street, 5 <sup>th</sup> Floor Norton Rose House, Cape Town. For Attention: Cape Town: Ms L Keyster <b>Bloemfontein:</b> Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. Separate application must be made quoting the relevant reference number.

**POST 03/75** : **OFFICE MANAGER REF NO: 23/VA08/NW**

**SALARY** : R393 711 – R463 764 per annum. The successful candidates will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Master of the High Court: Mahikeng  
: A 3 years National Diploma/ Degree in Public Administration, Human Resources Management, Administration or Business Administration NQF level 6; A minimum of 3 years relevant experience in administration at supervisory level. Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA) and regulatory framework/guidelines and prescripts, Procurement directives and procedures and statistics; Knowledge and understanding of DFI and Treasury Regulations; Knowledge of the departmental policies and prescripts; Skills and Competencies: Applied strategic thinking; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Planning and organizing; Problem solving and decision making; Project management.

**DUTIES** : Key Performance Areas: Manage finance, human resource and procurement of goods and services; Manage documents for registry support services; Undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholder, Provide effective people management.

**ENQUIRIES APPLICATIONS** : Ms. L. Shoai Tel No (018) 397 7088  
: Quoting the relevant reference number, direct your application to: Postal Address: The Provincial Head: Department of Justice and Constitutional Development; Private Bag X2033, Mmabatho, 2735. OR Physical Address: Application Box, 22 Molopo Road, Ayob Gardens Building, Mafikeng.

**POST 03/76** : **CLUSTER MANAGER: COURT INTERPRETING REF NO: 23/VA03/NW**

**SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Rustenburg Magistrate Court  
: NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Six years practical experience in Interpreting of which three (3) years at supervisory level. Valid driver's licence; Language Proficiency Setswana, Afrikaans, English, isiZulu OR isiXhosa. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.

**DUTIES** : Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services; Provide training and development of court interpreters.

**ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No (018) 397 7088  
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**POST 03/77** : **ADMINISTRATIVE OFFICER REF NO: 22/104/FS**  
(This is a re-advertisement, candidates who had previously applied are encouraged to re-apply)

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

**CENTRE REQUIREMENTS** : Magistrate's Office: Hoopstad  
: Three year National Diploma/ Bachelor's Degree in Public Administration/ Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Financial Management (Vote and Trust Account), Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages (JYP); Budget control, Asset, Facility Management and PFMA. Skills and Competencies: People Management; Computer Literacy (Microsoft

- packages); Good communication skills (written and verbal); Organizing and problem solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration, Family Court and Supply Chain Sections; Manage Third Party Funds (TPF) and Vote Accounts; Co-ordinate, manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES** : Ms NM Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- POST 03/78** : **ASSISTANT STATE ATTORNEY (LP3 – LP4): (X2 POSTS)**
- SALARY** : R315 153 – R885 546 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Mahikeng Ref No: 23/VA02/NW  
State Attorney: Bloemfontein Ref No: 22/105/FS
- REQUIREMENTS** : An LLB Degree or 4 year recognized legal qualification; Admission as an Attorney; At least two years appropriate post qualification legal/ litigation experience; A valid driver's license; Right of appearance in the High Court of South Africa; Conveyancing experience will be an added advantage; Skills and Competencies: Legal research and drafting; Dispute Resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinion and advice; Handle all forms of inter – departmental arbitrations and debt collection; Represent the department in all matters of arbitration proceedings.
- ENQUIRIES** : Mahikeng: Mr. E Seerane Tel No (012) 315 1780  
Free State: Ms NM Dywili Tel No (051) 407 1800
- APPLICATIONS** : **Mahikeng:** Quoting the relevant reference number, direct your application to: The Provincial Head: Department of Justice and Constitutional Development Private Bag X2033, Mmabatho 2735. OR hand deliver it at Application Box, 22 Molopo Road, Ayob Gardens, Mafikeng.  
: **Free State:** Please direct your applications to: The Director: HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant Law Society must accompany the application. Note: Separate application must be made quoting the relevant reference number
- POST 03/79** : **CHIEF ADMINISTRATION CLERK REF NO: 23/05/FS**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court Office, Bloemfontein
- REQUIREMENTS** : A Grade 12 certificate or equivalent; A minimum of 3 years' experience; Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to details.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide Supply Chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the Court/Cluster; Supervise and provide financial administration support services in the Court/Cluster.
- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

<b><u>POST 03/80</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER: (MR3-MR5): LEGAL SERVICES REF NO: 23/02/LD</u></b>
<b><u>SALARY</u></b>	:	R268 755 – R953 979 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice and labour litigation; Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts, Equality Courts and Magistrate's Courts; Advise on all litigation matters affecting the Department on contract matters and SLA vetting; Liaise and instruct the State Attorney with regard to the handling of civil matters and labour matters; Draft legal papers; Manage and deal with Departmental losses, transport claims and debt recovery; Handle ad hoc tasks in line with instructions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. P. Leshilo Tel No: (012) 357–8240 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
YOUTH DEVELOPMENT PROGRAMME 2023/24**

<b><u>APPLICATIONS</u></b>	:	Direct your application using the address indicated below: <b>National Office:</b> Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001 Enquiries: Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No (012) 315 4847 <b>Gauteng Provincial Office:</b> Address: The Provincial Head: Gauteng, Private Bag X6, Johannesburg, 2000 or hand deliver to 7 <sup>th</sup> Floor Schreiner Chambers, Corner Pritchard and KrUIS Street, Johannesburg. Enquiries: MS Rachel Moabelo Tel No: (011) 332 9019 <b>Mpumalanga Provincial Office:</b> Address: Private Bag X 11249, Nelspruit 1200 or hand deliver to physical address: 24 Brown Street, 4th Floor, Nedbank Building, Nelspruit 1200 Enquiries: Ms KN Zwane Tel No: (013) 753 9367 or Ms Sedibe E Tel No: (013) 753 9370 <b>Kwazulu-Natal Provincial Office:</b> Address: Interested applicants must submit their applications for internship programme to the Justice offices / Magistrate's Courts where the position they are applying for is advertised. The Provincial Head, Private Bag X 54372, Durban 4000 or hand deliver to Provincial Office, 2 Devonshire place (off Anton Lembede Street) Durban Enquiries: Ms Naicker R Tel No: (031) 372 3082 or Zulu Mondli Tel No: (031) 372 3077 and Mtolo Mduduzi Tel No: (031) 372 3076 <b>Northern Cape Provincial Office:</b> Address: Department of Justice, New Public Building (Court Building), Corner Knight and Stead Street, Kimberley, 8301, 7 <sup>th</sup> Floor Enquiries: Mr. R Muller Tel No: (053) 802 1317(27) or Mr J Tope Tel No: (053) 802 1317(66) <b>Limpopo Provincial Office:</b> Address: Private Bag x 9526, Polokwane 0700 or hand deliver 92 Bok Street, Polokwane, 0700 Enquiries: Ms Mongalo MP Tel No (015) 287 2037, Ms Lamola V Tel No: (015) 287 2035, Ms Manyaja M Tel No: (015) 287 2026, Mr Mongwe PM Tel No: (015) 287 2034 or Mathosa M Tel No: (015) 287 2147
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**North West Region Office:**Address: Department of Justice and Constitutional Development, Private Bag X 2033, Mmabatho, 2735 or hand deliver Provincial Office North West, 22 Molopo Road, Ayob Gardens, Mafikeng Enquiries: Ms Tshegetso G Tel No: (018) 397 7070 or Mr Bothole T Tel No: (018) 397 7111

**Western Cape Provincial Office:** Address: Provincial Head: Private Bag X 9171, Cape Town, 8000 or hand deliver to physical address: No. 8 Riebeeck Street, 5<sup>th</sup> Floor, Norton Rose House Building, Cape Town, 8000 Enquiries: Ms L Keyster Tel No: (021) 462 5471 or Ms R Hendricks Tel No: (021) 462 5471

**Eastern Cape Provincial Office:** Address: The Provincial Head Eastern Cape, Provincial Office East London, Private Bag X 9065, East London, 5200 or hand deliver to Physical Address NO 3 Phillip Frame Road, Chiselhurst, East London, 5200 Enquiries: Dr M Feni Tel No: Tel No (043) 702 7029 Ms. N Dyani Tel No (043) 702 7009 Mr L Qayi Tel No (043) 702 7003 or Mr P Hattingh Tel No (043) 702 7000

**CLOSING DATE**

: 13 February 2022

**NOTE**

: The Department of Justice and Constitutional Development (DOJ&CD) invites all the unemployed graduates to gain workplace experience in the respective field of study. Interested applicants must submit their applications for internship to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment. The DOJ&CD is an equal opportunity employer and candidates with disability are encouraged to apply. Who should apply? Unemployed South African graduates and TVET students, with a tertiary qualification in one of the below -mentioned fields of study who have not previously participated in any internship programme and In-service training. These internships are based in all Provinces. Candidates who wish to apply for internship outside their respective Provinces must be able to find their own accommodation considering that they will not be earning a salary but only a stipend. Separate applications must be made for each Provincial Office which you are applying for and quoting the relevant reference number for the centre of your choice. Successful applicants will be placed in a post of Youth Development (15 posts), at centre of their choice for a period of 12 months and remunerated a stipend depending on the qualification obtained as follows: Stipend: National Diploma Up to R4 500.per month Bachelor's Degree up to R5 000.per month Post Graduate Diploma Professional Qualification up to R6 000.per month Honours Degree up to R7 000.per month Master's Degree up to R7 000.Per Month

**OTHER POSTS**

**POST 03/81**

: **YOUTH DEVELOPMENT – NATIONAL OFFICE REF NO: YD\NO\01 (X2 POSTS)**

**STIPEND**

: National Diploma Up to R4 500.per month  
Bachelor's Degree up to R5 000.per month  
Post Graduate Diploma Professional Qualification up to R6 000.per month  
Honours Degree up to R7 000.per month  
Master's Degree up to R7 000.per Month

**CENTRE REQUIREMENTS**

: National office – Justice College  
: National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Operational Management

**POST 03/82**

: **YOUTH DEVELOPMENT REF NO: YD\NO\02 (X2 POSTS)**

**STIPEND**

: National Diploma Up to R4 500.per month  
Bachelor's Degree up to R5 000.per month  
Post Graduate Diploma Professional Qualification up to R6 000.per month  
Honours Degree up to R7 000.per month

<b><u>CENTRE REQUIREMENTS</u></b>	:	Master's Degree up to R7 000.per Month National office – Justice College National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Industrial Engineers
<b><u>POST 03/83</u></b>	:	<b><u>YOUTH DEVELOPMENT REF NO: YD\NO\03 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	National Diploma Up to R4 500.per month Bachelor's Degree up to R5 000.per month Post Graduate Diploma Professional Qualification up to R6 000.per month Honours Degree up to R7 000.per month Master's Degree up to R7 000.per Month
<b><u>CENTRE REQUIREMENTS</u></b>	:	National office – Justice College National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Business Analyst
<b><u>POST 03/84</u></b>	:	<b><u>YOUTH DEVELOPMENT REF NO: YD\NO\04 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	National Diploma Up to R4 500.per month Bachelor's Degree up to R5 000.per month Post Graduate Diploma Professional Qualification up to R6 000.per month Honours Degree up to R7 000.per month Master's Degree up to R7 000.per Month
<b><u>CENTRE REQUIREMENTS</u></b>	:	National office - Legal Process National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Office Administration, Public Management, Public Administration, Business Management and Administration
<b><u>POST 03/85</u></b>	:	<b><u>YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\GP\01</u></b>
<b><u>STIPEND</u></b>	:	National Diploma Up to R4 500.per month Bachelor's Degree up to R5 000.per month Post Graduate Diploma Professional Qualification up to R6 000.per month Honours Degree up to R7 000.per month Master's Degree up to R7 000.per Month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Provincial office - Legal Process National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting.
<b><u>POST 03/86</u></b>	:	<b><u>YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\MP\01</u></b>
<b><u>STIPEND</u></b>	:	National Diploma Up to R4 500.per month Bachelor's Degree up to R5 000.per month Post Graduate Diploma Professional Qualification up to R6 000.per month Honours Degree up to R7 000.per month Master's Degree up to R7 000.per Month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpumalanga Provincial office - Legal Interpreting National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting
<b><u>POST 03/87</u></b>	:	<b><u>YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\KZN\01</u></b>
<b><u>STIPEND</u></b>	:	National Diploma Up to R4 500.per month Bachelor's Degree up to R5 000.per month Post Graduate Diploma Professional Qualification up to R6 000.per month Honours Degree up to R7 000.per month Master's Degree up to R7 000.per Month
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kwa-Zulu Natal Provincial office - Legal Interpreting National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting
<b><u>POST 03/88</u></b>	:	<b><u>YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\NC\01</u></b>
<b><u>STIPEND</u></b>	:	National Diploma Up to R4 500.per month Bachelor's Degree up to R5 000.per month Post Graduate Diploma Professional Qualification up to R6 000.per month Honours Degree up to R7 000.per month

**CENTRE REQUIREMENTS** : Master's Degree up to R7 000.per Month  
: Northern Cape Provincial office  
: National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting Legal Interpreting.

**POST 03/89** : **YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\GPI01**

**STIPEND** : National Diploma Up to R4 500.per month  
: Bachelor's Degree up to R5 000.per month  
: Post Graduate Diploma Professional Qualification up to R6 000.per month  
: Honours Degree up to R7 000.per month  
: Master's Degree up to R7 000.per Month

**CENTRE REQUIREMENTS** : Free State Provincial office - Legal Interpreting  
: National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting.

**POST 03/90** : **YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\LMP01**

**STIPEND** : National Diploma Up to R4 500.per month  
: Bachelor's Degree up to R5 000.per month  
: Post Graduate Diploma Professional Qualification up to R6 000.per month  
: Honours Degree up to R7 000.per month  
: Master's Degree up to R7 000.per Month

**CENTRE REQUIREMENTS** : Limpopo Provincial office - Legal Interpreting  
: National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting

**POST 03/91** : **YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\NW01**

**STIPEND** : National Diploma Up to R4 500.per month  
: Bachelor's Degree up to R5 000.per month  
: Post Graduate Diploma Professional Qualification up to R6 000.per month  
: Honours Degree up to R7 000.per month  
: Master's Degree up to R7 000.per Month

**CENTRE REQUIREMENTS** : North West Provincial office - Legal Interpreting  
: National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting

**POST 03/92** : **YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\WC/01**

**STIPEND** : National Diploma Up to R4 500.per month  
: Bachelor's Degree up to R5 000.per month  
: Post Graduate Diploma Professional Qualification up to R6 000.per month  
: Honours Degree up to R7 000.per month  
: Master's Degree up to R7 000.per Month

**CENTRE REQUIREMENTS** : Western Cape Provincial office - Legal Interpreting  
: National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting.

**POST 03/93** : **YOUTH DEVELOPMENT – REGIONAL OFFICE REF NO: YD\EC\01**

**STIPEND** : National Diploma Up to R4 500.per month  
: Bachelor's Degree up to R5 000.per month  
: Post Graduate Diploma Professional Qualification up to R6 000.per month  
: Honours Degree up to R7 000.per month  
: Master's Degree up to R7 000.per Month

**CENTRE REQUIREMENTS** : Eastern Cape Provincial office - Legal Interpreting  
: National Diploma, Bachelor's Degree, Post Graduate Diploma, Honours or Master's Degree in Translation and or Legal Interpreting.

**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** : 10 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](http://www.gov.za) and [www.dpsa.gov.za](http://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). 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.

**MANAGEMENT ECHELON**

- POST 03/94** : **ECONOMIC ADVISORY SPECIALIST REF NO: DMRE23/01**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Master's Degree in Economics/ Mineral or Energy Economics (NQF Level 9) PLUS minimum of 10 years' experience, in an economic environment and experience in the mining and energy sectors of which 5 years should be at senior management , a project management qualification will be an added advantage. Knowledge of: Macro and Micro economic analysis.



Understanding of Minerals and Energy policies and legislation. Understanding of principles of research methodology and policy analysis. Government processes. Implementation of policy. Financial Management. Project management. Research. Strategic planning. Government process. Implementation of policy. Financial Management. Project Management. Research. Strategic and Government Policies. Skills: Problem solving, Communication (Verbal , written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management skills, Creativity and innovation, Numerical, Organising and Coordinating, Facilitation and implementation, Financial management, Negotiation and Consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management; Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic. Recommendation/Note: 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>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES** : Provide leadership, research and analysis in the minerals and energy economic sector. Advice and assist management with strategic issues on all economic related matters. Mentor DMRE officials in all matters related to the economic sector. Develop and maintain a database on economic trends in the mining and energy sectors.

**ENQUIRIES** : Ms N Ngcwabe Tel No: 012 444 3004  
**NOTE** : Indian, Coloured and White male candidates are encouraged to apply.

**POST 03/95** : **PROFESSIONAL MINERAL ECONOMIST REF NO: DMRE23/02**

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Master's degree in Geology/ Mining/ Economics of mining/ minerals/ petroleum / environmental science ( NQF Level 9) with minimum of 10 years or more working experience in relevant fields which 5years should be at middle management PLUS the following competencies: Knowledge of: Advanced knowledge of mineral and petroleum commodities. Knowledge of the mining and upstream petroleum industries. Knowledge of developments in the South African and in global specific and total mineral. Public Service Regulations. Mining, mineral and upstream petroleum legislation. Balanced perception of economic developments and trends. Skills of: Well -development supervisory and mentoring skills. Analytical skills (ability to compile and analyse data). Leadership submission on route skills. Ability to work independently and in a team. Decision making capabilities. Organising and administration skills. Strong problem skills. Presentation skills. Computer Literacy. Communication skills. Thinking demands: Meticulous and logical. Innovative and creative thinking capabilities. Ability to question, analyse, recognise problems and form conclusions. Ability to independently take appropriate corrective action. recommendations/note: :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>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES** : Oversee and manage the shale gas project development and implementation of action plan. Oversee and manage the implementation of Ocean Economic Operation Phakisa Plan. Play a meaningful role in the development of empowerment strategies in the mineral and upstream petroleum sectors. Develop programmes and guidelines for mentoring. Manage and facilitate research and reporting by SOEs involved in oil and gas, coordinate and provide relevant information that will enhance global competitiveness and attract new investment into the South African economy.

**ENQUIRIES** : Ms N Ngcwabe Tel No: 012 444 3004  
**NOTE** : Female candidates are encouraged to apply.

- POST 03/96** : **PROJECT INTEGRATION: ICT SYSTEM REF NO: DMRE/2170**  
(12 months contract)
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A degree in Information Technology (NQF 7), a qualification in Project Management will be an added advantage with a minimum of 5 years' experience at middle/ senior management in Project Management within the IT field PLUS the following key competencies: Knowledge of Project Management Body of Knowledge (PMBOK), Prince 2 management Frameworks, Project Cost Management, Contract and Service Management, Project Management Legislation, Ability to prioritise and complete work under deadlines, ability to develop and deliver presentations, ability to create, compose and edit written materials and Intensive knowledge of system analysis principles and practice. Skills: Excellent managerial communication and interpersonal relationship skills, Strong leadership and organising skills, facilitation skills, planning and organising skills, client focused, Service and stakeholder focus, 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 organisational matters, Regulatory Framework for the management of IT in government , Programme Management with a service delivery orientation and effective budget management Thinking Demands: Management and expertise in all areas of Information Technology, Technical expertise in advance strategic and business analysis, Budget management, Policy Development, Strategic Planning, Financial Management, Project Management, Government Policies, Project/programs in DMRE. Recommendations/Note: 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>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
- DUTIES** : Lead/execute manage the project planning and the application of project management principles in relation to the ICT Systems. Manage project execution /implementation. Manage Projects, project monitoring and evaluation. Manage Project Close Out. Oversee the procurement of the service provider and financial management of the ICT integrated system project. Provide strategic leadership with regards to the intergration of ICT systems. Mentor DMRE officials on the application of project management principles, such as scheduling, prioritising, risk assessment and management.
- ENQUIRIES** : Ms H Mhlongo Tel No: (012) 406 7632
- NOTE** : Indian, Coloured and White candidate are encouraged to apply.

**NATIONAL PROSECUTING AUTHORITY**

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 13 February 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** The post of Deputy Director of Public Prosecutions advertised in Public Service Vacancy Circular 30 dated 12 August 2022 with Ref No: Recruit 2022/254 is hereby withdrawn.

**OTHER POSTS**

- POST 03/97** : **SENIOR STATE ADVOCATE**  
National Prosecutions Service
- SALARY** : R1 027 698 per annum (total cost package) – R1 606 404.per annum (total cost package) (LP-9)
- CENTRE** : DPP: Mmabatho Ref No: Recruit 2023/14 (Re-advert)  
DPP: Limpopo Ref No: Recruit 2023/15 (Re-advert)  
DDPP: Middelburg Ref No: Recruit 2023/35
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation.

Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

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

**ENQUIRIES** : DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041  
DPP: Limpopo Thuba Thubakgale Tel No: 015 045 0285  
DPP: Middelburg Tebogo Mashile Tel No: 013 045 0686

**APPLICATIONS** : DPP: Mmabatho e mail [Recruit202314@npa.gov.za](mailto:Recruit202314@npa.gov.za)  
DPP: Limpopo e mail [Recruit202315@npa.gov.za](mailto:Recruit202315@npa.gov.za)  
DDPP: Middelburg e mail [Recruit202347@npa.gov.za](mailto:Recruit202347@npa.gov.za)

**POST 03/98** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/16**  
National Prosecutions Services

**SALARY** : R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)

**CENTRE** : DDPP: Thohoyandou (STU)

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently or within minimum supervision. Good administration skills.

**DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case-flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES** : Joseph Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : DDPP: Thohoyandou e mail [Recruit202316@npa.gov.za](mailto:Recruit202316@npa.gov.za)

**POST 03/99** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/17**  
National Prosecutions Service

**SALARY** : R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)

**CENTRE** : DPP: Cape Town (OCC)

<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Experience or Knowledge of POCA, Ability to act independently.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the assessment of staff being mentored.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Francois Brandt Tel No: 021 487 7144
	:	e mail <a href="mailto:Recruit202317@npa.gov.za">Recruit202317@npa.gov.za</a>
<b><u>POST 03/100</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/18</u></b> National Prosecutions Services (Re-advert)
<b><u>SALARY</u></b>	:	R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)
<b><u>CENTRE REQUIREMENTS</u></b>	:	DPP: Grahamstown (Port Elizabeth) (Tax)
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.
<b><u>DUTIES</u></b>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required. Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community

		involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	Nomfuneko Ntapane Tel No: 046 602 3000
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202318@npa.gov.za">Recruit202318@npa.gov.za</a>
<b><u>POST 03/101</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/19 (X2 POSTS)</u></b>
		Asset Forfeiture Unit (Re-advert)
<b><u>SALARY</u></b>	:	R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.
<b><u>DUTIES</u></b>	:	Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of the unit, including developing the systems, receiving and analysing reports and making recommendations to the unit.
<b><u>ENQUIRIES</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202319@npa.gov.za">Recruit202319@npa.gov.za</a>
<b><u>POST 03/102</u></b>	:	<b><u>DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2023/20</u></b>
		National Prosecutions Service
<b><u>SALARY</u></b>	:	R908 502 per annum (MMS Level 12), (total cost package)
<b><u>CENTRE</u></b>	:	DPP: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.
<b><u>ENQUIRIES</u></b>	:	Flora Kalakgosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202320@npa.gov.za">Recruit202320@npa.gov.za</a>

<b><u>POST 03/103</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2023/21</u></b> National Prosecuting Service
<b><u>SALARY</u></b>	:	R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE REQUIREMENTS</u></b>	:	CPP Butterworth An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in prosecuting Sexual Offences, Criminal Procedure, Civil Litigation and management and management of Gender Based Violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently. A valid drivers license.
<b><u>DUTIES</u></b>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Tulisa Sibindlana Tel No: 047 501 2669 e mail <a href="mailto:Recruit202321@npa.gov.za">Recruit202321@npa.gov.za</a>
<b><u>POST 03/104</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2023/22</u></b>
<b><u>SALARY</u></b>	:	R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE REQUIREMENTS</u></b>	:	CPP- Thohoyandou (Sibasa) An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance. Ability to act independently or within minimum supervision. Admittance as an attorney will be an advantage. Good communication skills.
<b><u>DUTIES</u></b>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation

in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management. Assist at Giyani and Malamulele offices.

**ENQUIRIES** : Joseph Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : e mail [Recruit202322@npa.gov.za](mailto:Recruit202322@npa.gov.za)

**POST 03/105** : **STATE ADVOCATE (STU) REF NO: RECRUIT 2023/23**  
 National Prosecutions Service  
 (Re-advert)

**SALARY** : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE** : DPP: Grahamstown (East London)

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. At least four years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

**DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

**ENQUIRIES** : Nomfuneko Ntapane Tel No: 046 602 3000  
**APPLICATIONS** : e mail [Recruit202323@npa.gov.za](mailto:Recruit202323@npa.gov.za)

**POST 03/106** : **STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2023/24**  
 Asset Forfeiture Unit

**SALARY** : R797 901 per annum (total cost package) to R1 323 702.per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE** : Bloemfontein

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Admitted as an Attorney (in terms of the Attorney Act 53 of 1979). Professional and able to



work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy- Able to understand profit and loss calculations and basic business finance.

**DUTIES** : The successful candidate will act as an attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by attorneys. Attending to diverse types of civil litigation in the High Court, Magistrates Court as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Dealing with constitutional issues including litigation in the Constitutional Court, Drafting and / or settling of all types of agreements, rendering of legal opinions, drafting and moving applications, Attending to queries from curators on litigation of Asset Forfeiture matters, Collection of all taxed bills of all costs in favour of the State.

**ENQUIRIES APPLICATIONS** : Lindie Swanepoel Tel No: 012 845 6638  
: e mail [Recruit202324@npa.gov.za](mailto:Recruit202324@npa.gov.za)

**POST 03/107** : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/25 (X4 POSTS)**  
Investigating Directorate

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (MMS Level 11), (total cost package)  
: Investigative Directorate  
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner or ICFP SA accreditation will be an added benefit. At least 5 years' financial investigation related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, General management skills, People management and empowerment, Administration, Communication skills, Planning and Prioritising, Customer Focus and Responsiveness, Problem solving and decision making. A valid driver's licence.

**DUTIES** : Conduct financial investigation assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Manage Staff Development.

**ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: 012 845 7727  
: e mail [Recruit202325@npa.gov.za](mailto:Recruit202325@npa.gov.za)

**POST 03/108** : **DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: RECRUIT 2023/47**  
Strategy Management office  
(Re-advert)

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (total cost package)  
: DDPP: Bhisho  
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 5 years' experience in the strategic, business or performance monitoring. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.

- DUTIES** : Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with compliance requirements and best practice in the field of performance information management. Risk management.
- ENQUIRIES APPLICATIONS** : Taliga Raga Tel No: 040 608 6812  
e mail [Recruit202347@npa.gov.za](mailto:Recruit202347@npa.gov.za)
- POST 03/109** : **REGIONAL COURT PROSECUTOR**  
National Prosecutions Service
- SALARY** : R533 631.per annum (excluding benefits) to R1 247 166.per annum (total cost package) (Level LP-5 to LP-6)
- CENTRE** : CPP: Butterworth (Willowvale) Ref No: Recruit 2023/26  
(Cofimvaba) Ref No: Recruit 2023/27; (Ngcobo) Ref No: Recruit 2023/28
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the Regional Court, relief duties, management and administrative experience will be an added advantage. Valid driver's licence.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
- ENQUIRIES APPLICATIONS** : Tulusa Sibindlana Tel No: 047 501 2669  
CPP: Butterworth (Willowvale) e mail [Recruit202326@npa.gov.za](mailto:Recruit202326@npa.gov.za)  
(Cofimvaba) email [Recruit202327@npa.gov.za](mailto:Recruit202327@npa.gov.za)  
(Ngcobo) e mail [Recruit202328@npa.gov.za](mailto:Recruit202328@npa.gov.za)
- NOTE** : Preference will be given to the following categories: people with disabilities; white males; coloureds and Indians due to equity requirements.
- POST 03/110** : **HEAD CONTROL PROSECUTOR 2**  
National Prosecutions Service
- SALARY** : R533 631 per annum (excluding benefits) to R1 247 166.per annum (total cost package) (Level SU-1 to SU-2)
- CENTRE** : CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2023/29 (Re-advert)  
CPP: Thohoyandou (Musina) Ref No: Recruit 2023/44  
CPP: Witbank (Delmas) Ref No: Recruit 2023/46
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills. Valid drivers' licence will be an added advantage.
- DUTIES** : Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assuming responsibility for the performance assessment of staff. Perform general

		administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<b><u>ENQUIRIES</u></b>	:	CPP Mitchells Plain (Bredasdorp) Francios Brandt Tel No: 021 487 7144 CPP Thohoyandou (Musina) - Thuba Thubakgale Tel No: 015 045 0285 CPP Witbank (Delmas) Tebogo Mashile Tel No: 013 045 0686
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit202329@npa.gov.za">Recruit202329@npa.gov.za</a> ; <a href="mailto:Recruit202344@npa.gov.za">Recruit202344@npa.gov.za</a> ; <a href="mailto:Recruit202346@npa.gov.za">Recruit202346@npa.gov.za</a>
<b><u>POST 03/111</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R533 631 per annum (excluding benefits) to R1 247 166.per annum (total cost package) (Level LP-5 to SU-6)
<b><u>CENTRE</u></b>	:	CPP: Modimolle (Sekhukhune) Ref No: Recruit 2023/30 CPP: Thohoyandou (Morebeng) Ref No: Recruit 2023/31 CPP: Queenstown (Whittlesea) Ref No: Recruit 2023/32 (Re-advert) CPP:Port Elizabeth ( Motherwell) Ref No: Recruit 2023/43 (Re-Advert) CPP-Thohoyandou (Waterval) Ref No: Recruit 2023/45
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Valid drivers licence.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<b><u>ENQUIRIES</u></b>	:	CPP: Modimolle & CPP: Thohoyandou Thuba Thubakgale Tel No: 015 045 0285 CPP: Queenstown Ziyanda Mtwazi Tel No: 046 602 3000 CPP: Port Elizabeth (Motherwell) Andiswa Tengile Tel No: 012 842 1450
<b><u>APPLICATIONS</u></b>	:	CPP Modimolle (Sekhukhune) e mail <a href="mailto:Recruit202330@npa.gov.za">Recruit202330@npa.gov.za</a> CPP Thohoyandou (Morebeng) e mail <a href="mailto:Recruit202331@npa.gov.za">Recruit202331@npa.gov.za</a> CPP Queenstown (Whittlesea) e mail <a href="mailto:Recruit202332@npa.gov.za">Recruit202332@npa.gov.za</a> CPP- Port Elizabeth (Motherwell) email <a href="mailto:Recruit202343@npa.gov.za">Recruit202343@npa.gov.za</a>
<b><u>POST 03/112</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2023/33</u></b> HRM & D - Labour Relations
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10), (excluding benefits)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate LLB Degree (NQF7). Minimum three years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.
<b><u>ENQUIRIES</u></b>	:	Ronnie Pather Tel No: 012 845 6186

- APPLICATIONS** : e mail [Recruit202333@npa.gov.za](mailto:Recruit202333@npa.gov.za)
- POST 03/113** : **ASSISTANT DIRECTOR: STRATEGY SUPPORT REF NO: RECRUIT 2023/34**  
Strategy Management Office  
(Re-advert)
- SALARY** : R393 711 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Strategic Management or equivalent. Minimum three years relevant experience in the Strategic Management environment or Performance information management, monitoring and evaluation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of relevant legislation and framework governing Strategic Planning. Understanding of the strategic planning process and planning cycle. Good planning and organizing, written verbal communication skills. Good problem solving and people skills. High level of reliability and to act with tact and discretion. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
- DUTIES** : Provide support with regard to the coordination and facilitation of strategic and annual operational planning process. Initiate the development of strategic concept document, prepare agenda and logistical services. Develop, update and maintain the planning schedule. Develop and distribute Annual Performance and Annual Operation Plans templates. Coordinate the development of Annual Performance and Operational Plans by business units. Facilitate during Annual Operational Planning sessions. Compile, moderate the annual performance plan, annual operational plans and ensure alignment to planning framework. Provide administrative support services within the Directorate. Participate in the development and reviewing of strategy management policies and processes. Keep records of approved plans. Prepare planning packs and any other logistical issues to ensure smooth and effective delivery of planning session. Provide inputs towards the monthly and quarterly performance reporting for the Directorate.
- ENQUIRIES** : Thapelo Molokomme Tel No: 012 845 6375  
**APPLICATIONS** : e mail [Recruit202334@npa.gov.za](mailto:Recruit202334@npa.gov.za)
- POST 03/114** : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/36**  
Asset Forfeiture Unit
- SALARY** : R393 711 per annum (Level 09), (excluding benefits)  
**CENTRE** : East London  
**REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation. The ability to perform administrative tasks efficiently, effectively, and error free too provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.
- DUTIES** : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.
- ENQUIRIES** : Lindie Swanepoel Tel No: 012 845 6638

- APPLICATIONS** : e mail [Recruit202336@npa.gov.za](mailto:Recruit202336@npa.gov.za)
- POST 03/115** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/37**  
National Prosecutions Service
- SALARY** : R269 214 per annum (Level 07), (excluding benefits)  
**CENTRE** : DPP: Grahamstown  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
- DUTIES** : Manage and supervise legal admin and document management sections. Manage high court rolls and ensure that files are ready for high court term. Checking of electronic and manual registers and sign daily court files. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Draw performance management contracts and do performance assessment of staff.
- ENQUIRIES** : Ziyanda Mtwazi Tel No: 046 602 3000  
**APPLICATIONS** : e mail [Recruit202337@npa.gov.za](mailto:Recruit202337@npa.gov.za)
- POST 03/116** : **PARALEGAL REF NO: RECRUIT 2023/38**  
Asset Forfeiture Unit
- SALARY** : R181 599 per annum (Level 05), (excluding benefits)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- DUTIES** : Assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. eCase administration and document management. Provide administrative support services.
- ENQUIRIES** : Lindie Swanepoel Tel No: 012 845 6638  
**APPLICATIONS** : e mail [Recruit202338@npa.gov.za](mailto:Recruit202338@npa.gov.za)
- POST 03/117** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/39**  
National Prosecutions Service
- SALARY** : R181 599 per annum (Level 05), (excluding benefits)  
**CENTRE** : CPP: West Rand  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
- DUTIES** : Provide high quality administrative support to the office. Keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations and state departments. Liaise with administration with all matters pertaining to administrative function of the office. Provide administrative support to legal staff pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.

**ENQUIRIES APPLICATIONS** : Sydwell Namuhuchu Tel No: 011 220 4005  
: e mail [Recruit202339@npa.gov.za](mailto:Recruit202339@npa.gov.za)

**POST 03/118** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/40**  
National Prosecutions Service

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), (excluding benefits)  
: DPP: Bloemfontein  
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

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

**ENQUIRIES APPLICATIONS** : Lemmer Ludwick Tel No: 051 410 6001  
: e mail [Recruit202340@npa.gov.za](mailto:Recruit202340@npa.gov.za)

**POST 03/119** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/41**  
National Prosecutions Service

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), (excluding benefits)  
: DPP: Grahamstown (OCC DDPP Port Elizabeth)  
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

**DUTIES** : Provide high quality administrative support to the office. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails in respect of cases administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.

**ENQUIRIES APPLICATIONS** : Angela Dingela Tel No: 012 842 1533  
: e mail [Recruit202341@npa.gov.za](mailto:Recruit202341@npa.gov.za)

**POST 03/120** : **RECEPTIONIST REF NO: RECRUIT 2023/42**  
National Prosecutions Service

**SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04), (excluding benefits)  
: DPP: Mthatha  
: Grade 12 or equivalent qualification. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (Intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

**DUTIES** : Answer incoming calls. Keep staff extensions number register up to date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials.

**ENQUIRIES**  
**APPLICATIONS**

Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.  
:  
Tulisa Sibindlana Tel No: 047 501 2669  
:  
DPP: Mthatha e mail [Recruit202342@npa.gov.za](mailto:Recruit202342@npa.gov.za)

## 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. 14<sup>th</sup> Road, Noordwyk, Midrand, 1685.  
Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- CLOSING DATE** : 10 February 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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.
- ERRATUM:** Data Capturer Ref No: 2023/04/OCJ, advertised in Public Service Vacancy Circular 01 dated 13 January 2023 was published with the incorrect



location. The correct post centre is: Mpumalanga Division of the High Court (Middelburg).

#### OTHER POSTS

- POST 03/121** : **DEPUTY DIRECTOR: VETTING REF NO: 2023/13/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 three year National Diploma (at NQF level 6 with 360 credits as recognised by SAQA) or a B Degree in Social Sciences, Certificate in Vetting Course from SSA, SANDF, SAPS or equivalent qualification at NQF level 9 Certificate in Security Vetting will be an added advantage. A minimum 3 years as Senior Vetting Officer at ASD level. A valid driver's licence. Qualifying candidates must be able to obtain a Top Secret Clearance within a reasonable time. Knowledge of National Strategic Intelligence Act and Minimum Information Security Standards (MISS) and other relevant legislations. Knowledge of policy development and implementation. Knowledge of security screening process and administration thereof. Knowledge of contract management. The successful candidate will be required to undergo a security clearance. Skills and Competencies: Analytical Skills; Report Writing and Presentation Skills; Interpersonal relations; Planning and Organizing; Computer literacy; Communication (written and verbal) Skills; People Management Vetting and Pre-screening Systems.
- DUTIES** : Conduct vetting fieldwork. Manage the execution of vetting fieldwork investigations and screening / personnel suitability checks process within the OCJ. Develop, review and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Manage vetting projects resources and vetting files. Establish and monitor systems and processes that will ensure compliance in relation to the relevant prescripts, policies and procedures of personnel security. Manage all vetting files by ensuring quality control and supervise Vetting Officers and Vetting Administrators. Conduct vetting awareness's at the OCJ. Submit completed vetting files to SSA. Report to Management and Stakeholders on the Vetting Unit performance and operations.
- ENQUIRIES** : Technical enquiries: Mr R Mabunda Tel No: (010) 493 2500/19  
HR related enquiries: Ms L Kwinika Tel No: (010) 493 2500
- POST 03/122** : **ASSISTANT DIRECTOR: PERFORMANCE, MONITORING AND REPORTING REF NO: 2023/14/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
Matric certificate and a three-year National Diploma at NQF level 6 with 360 credits as recognised by SAQA / B Degree in Business/Public Administration or an equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. , three years' relevant work experience in monitoring and reporting of which two (2) years should be at a supervisory level. A valid driver's license. Understanding of Government planning processes and cycle; Good coordination and planning skills; knowledge of relevant legislation, national treasury regulations, planning guidelines and framework for managing performance information. Skills and Competencies: good communication (verbal and written) skills, Analytical skills, good interpersonal skills, Project management, problem solving and ability to work independently with limited supervision; People management skills and computer literacy.
- DUTIES** : Provide overall performance monitoring and analysis support and perform the following functions: Facilitate submission of quarterly unit performance reports and supporting evidence; Analyse reports against planned targets; develop quarterly dashboards to provide feedback to Management; Verify submitted evidence against reported progress for reliability, Relevance and accuracy; Make follow ups with unit managers on outstanding and/ or insufficient evidence for reported progress; Facilitate the consolidation and submission of quarterly performance reports to National Treasury, Director General and Minister, Provide support to units in ensuring uninterrupted access to the online Balance Score Card system and follow up on access challenges; Provide

- support during audits of performance information; Participate in and provide support on other activities of the Directorate.
- ENQUIRIES** : Technical enquiries: Mr M Masilo Tel No: (010) 493 2502  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 03/123** : **ASSISTANT DIRECTOR: DEMAND AND TENDER MANAGEMENT REF NO: 2023/15/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
Matric certificate and a three year National Diploma/Degree in Supply Chain Management or any equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA, three years' experience in tenders, plus supervisory experience. Knowledge of Public Services Policy Frameworks, in-depth of the Public Finance Management Act(PFMA), BBB-EE Regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circular ,policy framework and related prescripts, Experience in Acquisition of goods and Services, Demand Management, Computer Literacy: Excel, Ms Word, Outlook, PowerPoint, In – depth knowledge of Supply Chain Management Systems e.g. . LOGIS, A valid driver's license and willingness to travel is required. Skills and Competencies: Ability to meet deadlines, ability to work under pressure and prepared to work overtime when required as well ability to work independently without supervision, must be client orientated with client service experience (internal and external clients), Excellent analytical, planning, project and organizational skills, good interpersonal relations and ability to work well in a team environment, Effective communication skills (written and verbal), understanding of client needs.
- DUTIES** : Facilitate the development of the Demand Management Plans and Procurement plans, Oversee and ensure bid invitations, closing , evaluation and adjudication of proposals and publication of onwards as well that tender, Facilitate the development of the specifications of bids, capture all awarded bids on a register and update bid register, Monitor and ensure the administration of validity of bids. Facilitate the advertisement of bids, opening of bid/ tender box, registration of bid offers in bid register, Render advice and provide support at specification, briefing and bid evaluation meetings as well Coordination and attendance of briefing sessions, Maintain a filing system for awarded bids, Prepare submissions and report to bid Committee, Provide supply chain advisory and support services to the organization, Coordination of bid related matters with end users and internal control measures are adhered to, Ensure compliance with Supply Chain Management and Treasury Regulations and bids are within the framework as prescribed by National Treasury and preferential procurement policy framework Act, attend to Supply Chain Management audit queries, Management of Human Resource i.e. job description, performance agreement , appraisals and development of staff.
- ENQUIRIES** : Technical enquiries: Ms N Ntimane Tel No: (010) 493 2601  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 03/124** : **OFFICE MANAGER REF NO: 2023/16/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division Of The High Court: Mbombela  
Matric certificate and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 360 credits as recognized by SAQA. A minimum of three (3) years' relevant experience in an Office Administration environment. A valid driver's license. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Manage office of the Judge President at the Mpumalanga High Court (Mbombela). Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and

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

**ENQUIRIES**

Technical and HR related enquiries: Mr M Jele Tel No: (013) 758 0000

**POST 03/125**

: **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR REF NO: 2023/17/OCJ**

**SALARY**

: R393 711 – R463 764,per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

: National Office: Midrand

**REQUIREMENTS**

: Matric certificate and a three year National Diploma /Degree or relevant qualification at NQF Level 6 with 360 credits as recognised by SAQA in Human Resource Management/ Human Resource Development/ Training and Development or equivalent in the Field of Human Resource Management/ Development Environment. Three (3) years Supervisory experience from level 7. Three (3) years relevant experience in Human Resource Development/ Training environment. A valid driver's Licence. Skills and Competencies: Knowledge: National Skills Development Strategy, Public Finance Management Act, Skills Development Act, Skills Development Levy Act, Employment Equity Act, Public Service Regulations, Planning, analytical and reporting Skills, Sound verbal and written Communication skills. Power point and presentation skills, excel, high sense of responsibility and accountability, interpersonal skills, time management skills, attention to details, problem solving, project management, quality management, Government report writing. Provision of inputs and Implementation of the Skills Development Policies and Strategy, Implement, Coordinate and monitor Human Resource development programmes/ initiatives in the Department (Bursaries, Internship, Work integrated Programme etc), Conduct skills audit/ training needs, develop and Implement the Workplace Skills Plan. Coordination and facilitation of Orientation and Induction programmes, Development of governance training reports, Monitor and evaluate the impact of trainings implemented. Supervision and development of personnel.

**DUTIES**

**ENQUIRIES**

: Technical enquiries: Ms K Tshoke Tel No: (010) 493 2529  
HR related enquiries: Ms S Tshidino Tel No: (010) 2500

**POST 03/126**

: **STATE ACCOUNTANT REF NO: 2023/18/OCJ**

**SALARY**

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

**CENTRE**

: National Office: Midrand

**REQUIREMENTS**

: Matric certificate and a three year National Diploma/Bachelor's Degree in Accounting. Three years working experience as Accounting Clerk. Skills and Competencies: Understanding of Public Finance Management Act (PFMA), and Treasury Regulations, Analytical thinking, Planning and Organising, Diversity management, Human relations and communications skills, Knowledge of financial systems, e.g BAS, LOGIS, and PERSAL, Computer literacy (Word, Excel, PowerPoint), Ability to work under pressure, Administrative and organisational skills, Sound interpersonal relations, Accuracy and attention to detail.

**DUTIES**

: Verification of invoices from service providers. Compile payment advices and ensure all supporting documents are attached for payment processing. Capturing invoices on BAS and Safety Web. Identifying outstanding invoices from the invoice tracking register. Assists in attending to audit queries and provide copies of documents when necessary. Safekeeping and filling payments advices (batch processing). Reconciliation of relevant accounts.

- Compilation, correction and processing of misallocation. Assist with ad hoc responsibilities
- ENQUIRIES** : Technical enquiries: Mr H Lekwane Tel No: (010) 493 2590  
HR related enquiries: Ms S Tshidino Tel No: (010) 493
- POST 03/127** : **ADMINISTRATION CLERK: EMPLOYEE RELATIONS REF NO: 2023/19/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
Grade 12/ Senior Certificate with a minimum of 1 to 2 years' experience in the Labour Relations environment. A three-year National Diploma/Bachelor Degree in Labour Relations/Human Resource Management/Law at NQF level 6 (360 credits) as recognized by SAQA will be an added advantage. Valid driver's license. Communication skills (written and verbal). Knowledge of Public Services Legislation, Prescripts and Regulations. Labour Relations Act; Employment Equity Act; Basic conditions of Employment Act. Ability to work under pressure and willingness to travel.
- DUTIES** : Assist in the management of disputes in the Department. Represent the Department at conciliations and arbitrations. Handle disciplinary and grievance processes to ensure sound employee relations. Maintain case management database for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Facilitate mandates for conciliations and arbitrations. Render Labour Relations advisory services to both management and employees. Prepare mandatory labour relations reports to internal and external stakeholders. Facilitate Departmental Bargaining Chamber activities. Provide administrative duties to the Unit. Acquisition and requisitioning of labour relations resources. Liaise with internal and external stakeholders. Effectively follow up on outstanding grievances and coordinate resolutions.
- ENQUIRES** : Technical enquiries: Mr T Mashela Tel No: (010) 493 2658  
HR related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 03/128** : **DATA CAPTURER REF NO: 2023/20/OCJ**
- SALARY** : R151 884 – R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
Matric certificate. National Diploma/Degree will be an added advantage. A minimum of one (1) year job related knowledge experience. Skills and Competencies: Ability to manage relationships between and within different operational. Attention to detail. Strong Computer literacy in MS Word and Excel. Ability to work under pressure and under stressful conditions. Team Player, working with others independently to attain both individual and team objectives. Proficient typing and excellent proofreading skills. Time management skills. Maintain strict confidentiality. Be flexible and able to meet deadlines.
- DUTIES** : Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components. Consistently check work for accuracy and completeness. Assist in developing templates for capturing of information. Responsible for storing and filing completed information and maintaining records of work tasks and completed documents.
- ENQUIRIES** : Technical enquiries: MS C Gideon Tel No: (010) 493 2500  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X 944. Pretoria 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Emailed applications will not be accepted.
- CLOSING DATE** : 10 February 2023 @ 16:30
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za).

## OTHER POSTS

- POST 03/129** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: 03/2023**  
Sub-Directorate: Procurement Services
- SALARY** : R393 711 – R463 764 per annum (Level 09), plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant NQF 7 qualification or equivalent with at least 5 years' experience in Supply Chain Management of which 3 years should be at a supervisory level. The successful candidate will have demonstrated an in-depth knowledge of the SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written & verbal communication skills; the ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Sound knowledge of LOGIS and Microsoft Office applications (especially Microsoft Excel) is essential.
- DUTIES** : The successful incumbent will be responsible to coordinate, review, undertake and implement the Supply Chain Demand and Acquisition Management Unit aligned with the SCM framework and policies through research, analysis and planning of procurement requirements, the collating of information for the annual procurement plan ensuring funds are available. The role of advising and compilation of specifications and evaluations of quotations and tenders. This entails: SCM Management Performance: Ensuring approval and authorization of quotations and tenders: Ensuring the deviation register is updated monthly with supporting documents and condone letters where applicable. Operations Performance: Ensure all quotations and tenders comply to delegations and legislations: All procurement database information must be tracked, updated and verified at least weekly. Government and Internal Controls: Updating of policies and respond to audit queries, internal control and risk management. Operational functions: Monitoring and overseeing of requests for quotation, proposal and tenders- process to meet SCM time lines as per the SCM metrics. Overall supervision and training of the Unit.
- ENQUIRIES** : Ms M Masilela Tel No: 012 312-0471
- POST 03/130** : **SENIOR SUPPLY CHAIN OFFICER: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 04/2023**  
Unit: Assets, Fleet and Mobile Accounts
- SALARY** : R331 188 - R390 129 per annum (Level 08), plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant 3-year tertiary qualification (NQF 6) in Logistics, Supply Chain Management or equivalent with at least 4 years' experience in SCM of which 2 years must be in Assets & Fleet and 2 years at supervisory level. Must have a valid driver's license. Must have knowledge of Assets and Fleet procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications are essential and LOGIS. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Treasury Regulations and Public Service Act and Regulations as well as Supply Chain procedures and policies.
- DUTIES** : The successful candidate will be responsible to provide effective and efficient assets, fleet and mobile accounts management services to the Department. This entails provisioning of assets maintenance in the department: Repairs of assets ensured where necessary; Updating of asset register and the recording and barcoding of new assets ensured; Disposal of assets properly administrated; Asset verification accurately done annually and regular reporting on assets on time. Provisioning of fleet management services in the department: General maintenance of lease and departmental vehicles, as well as high level vehicles ensured; Up-keeping and general management of the entire fleet provided; Hiring of vehicles when needed (e.g. when ministerial vehicles are in for services) and regular reporting on financial matters/

implications regarding the fleet on time. The provisioning of mobile accounts management for the department: Proper maintenance of cell phone records ensured; Support provided with the process of payment of mobile accounts and monitoring of usage effectively administered and supervision of staff: The allocating and checking of work; The authorising of work (quality control and sign off); Formal disciplinary authority and performance Management and Development.

**ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471

**POST 03/131** : **SENIOR STATE ACCOUNTANT: SALARIES & TAX REF NO: 05/2023**  
Unit: Salaries Tax and S&T  
(Re-Advert). Applicants who previously applied are encouraged to re-apply.

**SALARY** : R331 188 - R390 129 per annum (Level 08), plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (NQF 06) in Financial Management, Accounting or equivalent with at least 4 years appropriate experience of which 2 years must be in Financial Management and 2 years at supervisory level. Should have extensive knowledge and experience of PERSAL and BAS and a high level of computer literacy. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Must have the ability to interpret relevant policies such as PFMA, Treasury Regulations and other relevant legislation.

**DUTIES** : The successful candidate will be responsible for providing financial administrative and operational services within the Department. This entails: Authorizing Salary payments: Accurate verification and authorisation of all salary, audit committee and commissioner payments. Authorization of Tax transactions: Accurately Bi-annual and annual reconciliations are done and signed off within the prescribed dates determined by SARS. Pay over of the manual tax deductions to SARS as prescribed. Reporting, Ledger accounts and payroll: Ensure all outstanding transaction are followed up, cleared and all journals are accurately compiled and captured on BAS. Manage Payroll on a monthly basis. Annual and Interim financial statements. Accurate IFS and AFS inputs and supporting documents submitted. Supervision and training of subordinates.

**ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471

## 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** : 10 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. Candidates will only consider recognition of prior learning on submission of proof. 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) Administration Officer: Internal Control Ref No: 2023/10 (X2 Posts) Centre: Cape Town Regional Office, (2) Driver: Horticultural Services Facilities Management Ref No: 2023/17 Cape Town Regional Office, (3) Groundsman: Horticultural Services Facilities Management Ref No: 2023/18 Centre: Cape Town Regional Office, the posts are withdrawn. Kindly note that the following posts were advertised in Public Service Vacancy Circular 02 dated 20 January 2023, (1) Office Manager: Office of the Regional Manager Ref No: 2023/21 is withdrawn.

## OTHER POSTS



- POST 03/132** : **DEPUTY DIRECTOR: EPWP LARGE PROJECTS REF NO: 2023/25**  
(24Month Contract)
- SALARY** : R908 502 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Civil engineering or equivalent. Knowledge of the working of government, the Expanded Public Works Programme/ Employment Intensive Programme. Knowledge of different forms of contracts, including their application to government contracts. Knowledge of labour-intensive construction methods. At least five years' experience in the construction industry. At least three years of managerial experience. Knowledge of Management Information Systems. Financial management and knowledge of the PFMA and DORA. Advanced technical, report writing and presentation skills. Analytical and innovative thinking skills. Project Management skills. Driving licence. The position requires extensive travelling, and the candidate must be able and willing to travel. Advanced qualifications and more experience than specified will be an added advantage.
- DUTIES** : Assist public bodies with identifying opportunities for structuring and implementing large projects to optimise job creation through the EPWP Large Projects Programme. Support public bodies on planning, design and implementation of large EPWP projects. Liaise with all relevant stakeholders to ensure their buy-in and participation in the Large Projects programme. Facilitate labour-intensive capacity-building workshops. Support SMME participation on large projects. Carry out labour-intensity analysis of different infrastructure projects. Develop concept documents on areas of expansion for the programme. Compile progress reports on the Large Projects programme. Facilitate reporting of work opportunities created on the EPWP reporting system. Assist in managing the component's budget, including compiling budget reports.
- ENQUIRIES** : Nontyatyambo Manyisane Tel No: (012) 492 1433
- 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 03/133** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2023/26**
- 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 Regional Office
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Financial Accounting or equivalent qualification. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Shortlisted candidates will be subjected to an assessment. Willingness to travel with a valid driver's license. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. 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** : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the region 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. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt.

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 41 procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

**ENQUIRIES** : Mr M. Legotlo Tel No: (012) 492 3189  
**APPLICATIONS** : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.  
**FOR ATTENTION** : Ms M Masubelele

**POST 03/134** : **CHIEF HORTICULTURIST HORTICULTURAL SERVICES REF NO: 2023/27**  
 (Re-advert all applicants who previously applied are encourage to re-apply).

**SALARY** : R331 188 per annum  
**CENTRE** : Mmabatho Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Horticulture or equivalent qualification and relevant experience; Knowledge of departmental guidelines and policies; A valid driver's license; Appropriate supervisory experience; Computer literacy; Good communication, reporting and interpersonal skills; Knowledge of pest control management and irrigation installation will be an added advantage.

**DUTIES** : Plan and develop horticultural activities (landscaping, gardening and plot plant maintenance, floral arrangements, special events), Supervise contractors, Maintain and control equipment and stock, procure goods and services, Conduct site meetings, as well as develop progress reports and authorize invoices, Assist on training developmental plan/strategies on departmental staff and contractors, Carry out general office administration.

**ENQUIRIES** : Mr. L. Mntanywa Tel No: (018) 386 2311  
**APPLICATIONS** : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

**FOR ATTENTION** : Mr T. Oagile  
**NOTE** : The position is ring-fenced for people with disabilities.

**POST 03/135** : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS MANAGEMENT REF NO: 2023/28**

**SALARY** : R331 188 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Social Sciences, Human Resources Management, Labour Law, or equivalent qualification. Relevant working experience. A generalist with in-depth knowledge of related legislations such as the Public Service Act, Public Service Regulations, Collective Agreements, Labour Relations collective Act, BCEA, PFMA, Skills Development Act, etc. Proven exposure /experience in collective bargaining processes and handling of individual and collective disputes / grievances. Good verbal and written communication skills, Facilitation and presentation skills, Mediation and conflict management skills, Basic knowledge of the PERSAL system. A valid driver's license and willingness to travel. Computer literacy.

**DUTIES** : Implementation of Labour Legislation. Advice and pro-actively manage departmental database. Co-ordinate labour relations reports and advice Regional Office on current trends and decided cases on misconducts. Implement and maintain all labour relations programmes, policies, and interventions for the Regional Office. Prepare and provide relevant reports to the Head of Labour Relations. Record Labour Relations statics on PERSAL.

**ENQUIRIES** : Mr EK Nguyuza Tel No: (013) 753 6319  
**APPLICATIONS** : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

**FOR ATTENTION** : Mr E Nguyuza

**POST 03/136** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PLANNING AND RECRUITMENT REF NO: 2023/29**

**SALARY** : R331 188 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENT** : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Public Management, Behavioural Science, Social Science or Management Science, Appropriate working experience in Human Resource Recruitment Management. Knowledge: Standards, practices, process and procedures related to HR Recruitment Structure and functioning of the Department Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act. Codes of Remuneration. Public Finance Management Act. Conflict management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skill. Communication and report writing abilities. Personal Attributes: creative Ability to work under Stressful situation. Ability to communication at all Levels. People orientated. Punctuality. Hard-working. Self-motivation. Ability to work independent.

**DUTIES** : Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of advert. Arrange placement booking with advertisements agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received application. Ensure development of applicant's profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of the short listed. Communication with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employment to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Mr EK Nguyuza Tel No: (013) 7536319  
**APPLICATIONS** : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

**FOR ATTENTION** : Mr E Nguyuza

**POST 03/137** : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: 2023/30**

**SALARY** : R269 214 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Commerce , Supply Chain Management, Business Management ,Public Management, with relevant experience in Supply Chain Management. Good verbal and written communication skills, Good organization and interpersonal skills, Computer literacy, Knowledge of Government procurement processes and procedures. Thorough knowledge of PFMA, PPPFA, MISS Act, Treasury Regulations and Supply Chain Framework. Basic Knowledge of CSD, Eportal, CIDB, and Tender bullet and Reapatata system. A valid driver's license will be added to advantage.

**DUTIES** : Compile bid documents for requiring goods and services. Determine the advertisement, closing and validity dates for bids. Allocate bid numbers. Process request for the invitations in the bids and quotations. Advertise bid invitations in Government Bulletin. Issue bid documents to the bidders. Assist in the opening of bids. Ensure that procurement of goods and services compiles with the relevant SCM policy, delegations, prescripts, business processes, regulation and legislation. Co-ordinate different bid committees. Issuing of orders, ensure that invoices are processed within the prescribed period.

**ENQUIRIES** : Ms PL Khoza Tel No: (013) 753 6384  
**APPLICATIONS** : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

**FOR ATTENTION** : Mr E Nguyuzza

**POST 03/138** : **SENIOR SECURITY OFFICER REF NO: 2023/31**

**SALARY** : R181 599 per annum  
**CENTRE** : Mmabatho Regional Office  
**REQUIREMENTS** : A Grade 12 certificate/Senior Certificate (NQF Level 4). Security Certificate, Grade B PSIRA Certificate and understanding of PSIRA Security on Private Security level or Public Service. Relevant security services experience. Knowledge of access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g. MISS, NIA, Protection of Information Act, Criminal Procedures Act, etc.) and the authority of security officers under these documents, relevant emergency procedure. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving, motivational skills, ability to operate equipment and machines. Analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working and willing to work shifts. A valid Drivers License.

**DUTIES** : Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies: Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorized entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises, Inspect and report all non functioning of security measures (e.g. XRay machines, Walk-through metal detectors, security lights and etc.).Check incidents/occurrence books/registers. Monitor and provide support in case of emergencies. Render administrative and related functions, Determine rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets, Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

**ENQUIRIES** : Mr. V. Monnapula Tel No: (018) 386 5233  
**APPLICATIONS** : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

**FOR ATTENTION** : Mr T. Oagile

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

*The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 10 February 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

## MANAGEMENT ECHELON

- POST 03/139** : **DEPUTY DIRECTOR-GENERAL: SECTOR POLICY AND RESEARCH REF NO: DDG – SPR**
- SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum (Level 15)  
: Pretoria  
: A Senior Certificate, an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics / Commerce / Entrepreneurship / Business Administration / Business Management / Social Science (Development Studies) or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics / Commerce / Business Leadership / Business Administration. Possess a minimum of 8-10 years of experience at a senior managerial level, 5 of which should be in the Small Enterprise Development sector and evidence of research output and or publications on SMME development or related field. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act and the National Development Plan. Demonstrate creative problem solving, critical thinking and strategic thinking in a complex setting, sound decision-making in an agile and ambiguous environment, skilfully communicate with stakeholders from diverse backgrounds and deliver relevant information and display market knowledge and social intelligence.
- DUTIES** : Provide direction and leadership in the establishment of sector policy mechanisms, frameworks and guidelines to promote coherence in the establishment, growth and sustainability of Co-operatives and SMMEs. Lead initiatives that provide for credible business intelligence and inform future paths for the SMME and Co-operatives landscape. Promote evidence-based research services to direct sector thought leadership and monitor and evaluate enterprise competitiveness support programmes and projects. Drive and

advocate for a policy and legislative environment that reduces red tape and regulatory burdens and prioritise ease of doing business for SMMEs and Co-operatives and monitor and evaluate implementation thereof across the 3 spheres of Government. Champion initiatives that will increase the development, participation, competitiveness and sustainability of small-scale manufacturers within key industries. Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440

**NOTE** : Candidates must submit applications to [recruitment2@dsbd.gov.za](mailto:recruitment2@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DDG - SPR"

**POST 03/140** : **DEPUTY DIRECTOR-GENERAL: ENTERPRISE DEVELOPMENT, INNOVATION & ENTREPRENEURSHIP REF NO: DDG - EDIE**

**SALARY CENTRE** : R1 590 747 per annum (Level 15)  
: Pretoria

**REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Commerce / Economics / Business Leadership / Business Administration / Social Science (Political Science / Development Studies); or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics / Business Leadership / Business Administration / Entrepreneurship / Social Science (Political Science / Development Studies). Possess a minimum of 8-10 years of experience at a senior managerial level, 5 of which should be in the Enterprise / Entrepreneurship Development sector. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act, and the National Development Plan. Think on a multi-dimensional level and interchange between creative problem solving, critical thinking and strategic thinking, demonstrate sound decision-making that does not hamper policy implementation in an agile and ambiguous environment, communicate with stakeholders and government decision makers from diverse backgrounds and display market knowledge and social intelligence.

**DUTIES** : Drive transformation of the economy through policy instruments and advocate for the inclusion of SMMEs and Co-operatives in the mainstream economy. Exercise oversight in the implementation of all initiatives by the DSBD Agencies to ensure integrated business support to SMMEs and Co-operatives. Build strategic partnerships that provides for innovative and an integrated approach in advancing the competitiveness of SMMEs and Co-operatives (single point of entry and District Development Model). Lead and coordinate interventions for the provision of an entrepreneurship development and support service infrastructure by government in general and the Department in particular. Communicate with internal and external stakeholders and lead strategic discussions without compromising the integrity of the Department and that of the Public Service. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440

**NOTE** : Candidates must submit applications to [recruitment4@dsbd.gov.za](mailto:recruitment4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DDG - EDIE"

#### OTHER POSTS

**POST 03/141** : **ASSISTANT DIRECTOR: SOCIAL MEDIA SPECIALIST REF NO: ASD: SMS**

**SALARY CENTRE** : R393 711 per annum  
: Pretoria

- REQUIREMENTS** : National Diploma or Degree (NQF6/7) in Journalism, Public Relations, Marketing, Communications or Media Studies or relevant qualification as recognised by SAQA. 3 - 5 years' relevant experience in Journalism, Public Relations, Marketing, Communications or Media environment. Have Competencies: Communication (verbal & Non-Verbal), Analytical and Problem solving, Attention to detail, Customer service, Planning and organising skills, Project Management, Interpersonal skills and Creativity and Innovation.
- DUTIES** : Provide support in respect of the planning, implementation, and evaluation of the Department's activities in an effort to inform stakeholders through social media platforms inclusive but not limited to (Design and implementing a social media strategy through research, platform determination, benchmarking, and audience identification, Research, expand and monitor DSBD's presence on social networks, including Facebook, Twitter, Instagram, LinkedIn and YouTube, Design and implement effective social media campaigns that are consistent with the corporate identity of DSBD, Monitor the Department's social media platforms and manage a high volume of daily social media posts etc). Manage information by analytical tools to monitor and evaluate the company's social media presence and performance, capture, and analyse appropriate social data/metrics, insights and best practices, prepare monthly reports on social media marketing efforts and archive all editorial content and photographs distributed on social media for easy access. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
- NOTE** : Preference will be given to persons with a disability, youth, Indian females and white males in line with the departments EE plan. Candidates must submit applications to [recruitment2@dsbd.gov.za](mailto:recruitment2@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD: SMS"
- POST 03/142** : **WEBMASTER AND LIVESTREAM OPERATOR REF NO: W&LO**
- SALARY** : R331 188 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree (NQF6/7) in Multi-Media/Information Management as recognised by SAQA or any related field. Minimum: 3-5 administrative experience in web design. 1 year experience in livestreaming will be considered an added advantage. In depth knowledge of web-based technologies, Internet infrastructure and practices and understanding of analytics and search engine optimization. Training in web design. Have Competencies: Communication (verbal & Non-Verbal), Website design practices, Live streaming, Audio and visual production, Attention to detail and Analytical, and technical problems solving.
- DUTIES** : Conduct research, analyse gaps and present recommendations for the improvement of the website. Manage website inclusive of but not limited to (Providing technical expertise for the website, monitoring, and implementing updates and upgrades for the website, maintain and organise web archive. Prepare live stream for the events of the Department using various online platform i.e., Zoom, Microsoft Teams, Facebook, and YouTube. Monitor sound to ensure excellent live stream experience and quality of production and retrieve videos and audio of livestreamed event/s and post to the website. Track, analyse, and report on web traffic statistics. Review content for effectiveness and compile monthly, quarterly and annual reports for the sub directorate. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
- NOTE** : Preference will be given to persons with a disability, youth, Indian females and white males in line with the departments EE plan. Candidates must submit applications to [recruitment3@dsbd.gov.za](mailto:recruitment3@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: W&LO"

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : 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** : 13 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](http://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. 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. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). It is the intention to promote representativity in the Department through the filling of these posts. Positions can also be viewed at: <http://www.thedtic.gov.za/careers>

## OTHER POSTS

- POST 03/143** : **DEPUTY DIRECTOR: AGRO PROCESSING 1 REF NO: (IC&G-104)**  
Overview: To develop, advise and provide technical support for the Agro Processing Industry policies, strategies and programmes.
- SALARY** : R908 502 per annum (Level 12), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma / Bachelor's Degree in Economics or Agricultural Economics. 3-5 years relevant managerial experience in economic research, economic policy and strategy development environment. Skills/Knowledge: Experience in policy development and implementation of strategies. Experience in financial management, stakeholder management, people management and project management. Experience in conducting economic research and analysis. Communication skills (verbal and written), planning and organising, mentoring and coaching, presentation skills and interpersonal skills. Knowledge and understanding of agro processing subsectors and agricultural products value chain. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act, Industrial Policy Action Plan, New Growth Plan, National Development Plan and Preferential Procurement Policy Framework Act. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Proficient in MS Packages.
- DUTIES** : Develop and review strategies, policies and procedures. Conduct research and analysis of global trends in Agro Processing sub-sectors including the development of Terms of Reference. Conduct research and analysis of global trends in Government support to the Agro Processing sector. Conduct economic analysis and write reports for the sector. Identify potential threats and opportunities for development of the Agro Processing Sector. Conduct



research on issues related to competitiveness and the development of sub-sectors within the Agro Processing sector. Monitor and evaluate policies, strategies, projects and programmes. Develop and implement sector growth and development interventions. Maintain a comprehensive resource centre of local and global Agro Processing related research. Provide support to the Industrial Policy Action Plan processes. Provide support in the implementation of policies and strategies. Facilitate and support the Director's stakeholder management activities. Participate in all fora of the Department and focus groups addressing Agro Processing. Co-ordinate the administrative aspects of the unit.

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

**POST 03/144** : **DEPUTY DIRECTOR: FORESTRY BASED INDUSTRIES REF NO: IC&G-108**  
 Overview: To develop, advise and provide technical support for the Forest-Based Industries policies, strategies and programmes.

**SALARY CENTRE REQUIREMENTS** : R908 502 per annum, (Level 12), (all-inclusive remuneration package)  
 : Pretoria  
 : A three-year National Diploma / Bachelor's Degree in Forestry, Wood Science, Development Studies, Agricultural Economics or Economics. 3-5 years of relevant managerial experience in a research or economic policy environment. Skills/Knowledge: Strong technical skills and experience in policy development and project management. It is expected that the candidate will have an in-depth knowledge of government. Knowledge and understanding of Forest Industries subsectors and Forest products value chain. A sound knowledge and in-depth understanding of the industrial; economic policies and the government's current economic policy priorities through the Forestry Masterplan and Re-Imagined Industrial Action Plan. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act, New Growth Plan, National Development Plan and Preferential Procurement Policy Framework Act. Experience in financial management, stakeholder management, people management and project management. Experience in conducting economic research and analysis. Above-average analytical, interpersonal and project management skills are essential. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Proficient in MS Packages.

**DUTIES** : Develop and review strategies, policies and procedures. Conduct research and analysis of global trends in Forest Based Industries sub-sectors including but not limited to Sawmilling, Pulp and Paper, Furniture, Bio-refinery, Timber and Timber products as well as the development of Terms of Reference. Conduct research on issues related to competitiveness and the development of sub-sectors within the Forest Based Industries sector. Conduct economic analysis and write reports for the sector. Monitor and evaluate policies, strategies, projects and programmes. Develop and implement sector growth and development interventions. Provide support to the Forestry Masterplan and Furniture Masterplan implementation processes. Provide support in the implementation of policies and strategies. Facilitate and support the Director's stakeholder management activities. Participate in all fora of the Department and focus groups addressing Forest Based Industries programmes. Co-ordinate the administrative aspects of the unit.

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

**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](http://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 introduce 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 03/145** : **DIRECTOR: SECURITY SERVICES REF NO: DOT/HRM/2023/05**  
Branch: Administration (Office of the Chief Operations Officer)  
Chief Directorate: Corporate Management Services  
Directorate: Security Services
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification in Security Risk Management / Safety and Security Management / Policing Management as recognized by SAQA. State Security Agency Security Management course certificate. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. The post requires 5 years relevant experience at Middle Management level in a security management environment. Note: the following will serve as strong recommendation: Computer Literacy. Management and strategic leadership environment. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills. Planning, organizational relationship and conflict management skills. Detection, analytical thinking. Decision making and motivational abilities. Willingness to successfully attend prescribed training courses. Prepared to travel and work irregular and long hours. Valid South African drivers' licence.

**DUTIES**

: The incumbent will be responsible for the following: Develop and implement physical security for the Department and procedures. Manage physical security operations. Perform physical security risks assessments. Respond to and investigate security incidents and breaches. Manage the implementations of the OHS Program, fire safety and contingency plan. Provide physical security services to the Department. Develop, implement and document, personnel and communications security policies and procedures. Develop, implement and manage document classification and protection program. Develop and implement personnel security, i.e. security screening, vetting and vetting process. Develop, implement and manage communication security. Develop, implement and manage education security (security awareness). Render security services. Establish, implement and manage the security policy, administration and organizational functions as per NKP requirements. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Management of staff in the unit, as well as contractors. Establish and maintain governance and administrative systems continuity within the work of the Unit. Prepare and submit implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and other strategic documents for the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring and evaluation is carried out in all areas of the directorate. Represent the DOT at various forums as requested and coordinate efforts and report back. Assist with security at various events. Assist high-level staff at events with security.

**ENQUIRIES**

: Ms Carmen Coetzee Tel No: 012 309 3493

**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.

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 10 February 2023

**NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and 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.

**ERRATUM:** Kindly take note that the posts of Scientist Production with Ref No: 270123/29 advertised in Public Service Vacancy Circular 01 dated 13 January 2023 are for X3 posts **not** X6 posts

## MANAGEMENT ECHELON

**POST 03/146** : **DIRECTOR: STRATEGIC ASSET MANAGEMENT REF NO: 100223/01**  
Branch: Infrastructure Management: Head Office  
CD: Water Resources Infrastructure Operations & Maintenance (WRIOM)

**SALARY** : R1 105 383 per annum (Level 13), (all-inclusive SMS salary package)

**CENTRE** : Pretoria Head Office

**REQUIREMENTS** : A four (4) year Degree in Civil Engineering at NQF 7. Five (5) to ten (10) years experience within an Engineering field (Civil, Electrical, or Mechanical). Five (5) years experience at a middle /senior managerial level. A valid unexpired drivers license with the exception of persons with disabilities. Competencies: Understanding of Water Resource Management and Dam safety legislation. Experience in practical Engineering principles. Experience in programme, project, and financial management. Service delivery innovation (SDI). Practical knowledge and experience in Dam Safety Surveillance. Knowledge of relevant

acts and legislation related to Water and Sanitation. Understanding of Treasury Regulations. Practical knowledge of strategic asset management and operations of large infrastructure such as Waste/Water Treatment Works, Pump Stations, Pipelines, Canals and Dams. Strategic capability, leadership and change management skills. Excellent problem solving, analysis, people management and empowerment skills. Good client orientation, customer focus and communication skills (Verbal and written). Accountability and ethical conduct.

**DUTIES** : Maintenance support to operational areas (Mechanical and Electrical Engineering Support). Manage production and term contracts to assist operations with maintenance and refurbishment of infrastructure. Provide engineering assistance with the management of major equipment overhauls and upgrades in all the operational areas. Develop maintenance guidelines for mechanical equipment. Perform Dam Safety Surveillance monitoring of Department of Water and Sanitation dams by means of instrumentation and assessment as required by legislation. Develop and manage budget for the Directorate. Provide inputs of the budget to Cluster Offices. Ensure Departmental targets regarding BEE targets are adhered to. Overall management of the Directorate Strategic Asset Management including the development of the Directorate's business plan. Provide progress reports on the achievement of objectives for the Directorate. Respond to Ministerial questions (Parliament and Public). Participate and contribute at Operations Management Committee.

**ENQUIRIES** : Ms ND Ndumo Tel No: 012 741 7301/02  
**APPLICATIONS** : 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 03/147** : **SCIENTIST MANAGER GRADE A REF NO: 100223/02 (X3 POSTS)**  
 Branch: Provincial Coordination and International Cooperation: Northern Cape-Proto CMA  
 SD: Water Use Authorisation

**SALARY** : R939 408 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Kimberley  
**REQUIREMENTS** : An MSc degree or equivalent qualification. Six (6) years post BSc natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired drivers license. The following competencies are essential: Scientific, managerial, co-ordination and organisational skills. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge 119 of the National Water Act, 1998 and related legislation. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication skills, and willingness to travel when required. Interpersonal skills and ability to work in a multi-disciplinary team. Knowledge and ability to conduct stakeholder engagement sessions very critical.

**DUTIES** : The incumbent will be part of a team with the primary responsibility of classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the country; Review and recommend scientific projects; Align projects to organisational strategies; Implement PMDS; Monitor progress on the implementation of projects related to water resources protection; compile and manage budgets and control cash flows; He/she will be responsible for the following: Managing a multidisciplinary scientific team; Guiding the development of strategies, procedures and guidelines for the classification of water resources and resource quality objectives; Interfacing with line function water resource managers in the implementation of water resource protection requirements; and Providing technical service with regards to water resource protection to the Department of Water and Sanitation.

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

**FOR ATTENTION** : Ms C Du Plessis

**POST 03/148** : **SCIENTIST PRODUCTION GRADE A-C REF NO: 100223/03 (X3 POSTS)**  
 Branch: Provincial Coordination and International Cooperation: Gauteng  
 SD: Water Use Authorisation

**SALARY** : R646 854 - R982 326 per annum, (OSD) (Offer will be based on proven years of experience)

**CENTRE REQUIREMENTS** : Gauteng  
 : A Science degree (BSc) (Hons) in Aquatic, Geohydrology, Hydrology, Natural, Water Resource Management and Environmental Management or related Sciences. Three (3) years post qualification natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. A valid unexpired driver's license. Knowledge and experience in water resources assessment / exploration, aquifer characterizations, acid mine drainage, instream water uses, wetland best management practices and rehabilitation plans, development and use of information management products / tools. Ability to analyze and interpret hydrogeological data. Good report writing and knowledge of groundwater information systems. Knowledge and experience of computer-based water resources assessments programs. Knowledge of guidelines, protocol, standards and norms for water resources developments, protection and management. Understanding of Integrated Water Resources Management. Knowledge of the National Water Act, Water Services Act, Environmental Management Act, Operational Knowledge of eWULAAS, National Groundwater Strategy and National Water Resources Strategy.

**DUTIES** : Evaluate and assess instream water use, geohydrology and hydrology reports and related information in support of Water Use License Applications. Assist WULA assessors and managers in drafting implementable water use license conditions. Provide and upload instream water use, geohydrology and hydrology related comments /inputs on eWULAAS. Provide scientific and technical expertise in the field of instream water use, geohydrology and hydrology and / earth sciences in order to assess, develop, protect, use, conserve and manage water resources within the Water Management Area / Catchment or Proto Catchment Management Area. Support the implementation of water resources protection strategies and related protocols at the regional /provincial level. Provide water resources extension services to stakeholders within the Water Management Area / Catchment or Proto Catchment Management Area. Provide inputs to the environmental impact assessment and related water resources protection issues. Participating to planning and implementation of regional water resources monitoring and information programs.

**ENQUIRIES APPLICATIONS** : Mrs Florah Mamabolo Tel No: 012 392 1361  
 : Gauteng Provincial Office (Pretoria) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.

**FOR ATTENTION** : Ms Margaret Mohuba

**POST 03/149** : **CLEANER REF NO: 100223/04**  
 Branch: Water Resource Management  
 SD: Analytical Services

**SALARY** : R107 196 per annum (Level 02)

**CENTRE REQUIREMENTS** : Roodeplaas Resource Quality Information Services (Pretoria)  
 : An ABET certificate or relevant qualification. Cleaning experience will serve as an added advantage. Basic knowledge of cleaning principles. Basic knowledge of chemical use e.g. dilution/mixing. Understanding of cleaning equipment used. Knowledge of health and safety requirements. Knowledge of record keeping Basic understanding and applying of laboratory safety rules. Basic understanding of applying or using chemicals correctly. Good communication and interpersonal relations.

**DUTIES**

: Clean laboratory and equipment. Remove all laboratory waste according to procedures. Clean glass and plastic ware according to procedures. Remove and connect gas cylinders. Complete relevant forms to ensure traceability of laboratory activities. Stock taking of cleaning materials. Requesting cleaning materials as and when needed. Clean storerooms, kitchen, offices, corridors and boardrooms any other environment allocated for cleaning. Emptying waste bins. Prepare boardrooms for meetings. Arrange crockery, utensils and cutlery required during meetings. Wash and keep stock of crockery, utensils and cutlery. Fill and refill drinking water containers. Clean rest rooms. Refill hand wash liquid and toilet papers. Report broken machines and equipment.

**ENQUIRIES**

: Ms. M Ndhlovu Tel No: 012 808 9601

**APPLICATIONS**

: Pretoria (Roodeplaat Resource Quality Information Services): 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**

: Recruitment and Selection Unit

**NOTE**

: Preference will be given to male candidates.

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications are submitted using one of the following options: The e-Recruitment System which is available at: <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date. To Report technical glitches, or for any assistance regarding the system, and/or for activation of your profile / password, send an e-Mail with your ID Number, your profile email address, and give details of the issue to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za) (NOT CVs). The 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 to [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za) and not as specified, your application will be regarded as lost and will not be considered. Post to: The Director: Human Resources Administration Services, Eastern Cape Department of Education, Private Bag X0032, Bisho, 5605 Provincial Treasury, Private Bag X0029, Bisho, 5605. Applicants are urged to submit their applications as instructed. Head Office Enquiries – Ms NP Sipahlanga Tel No: 040 608 4245
- CLOSING DATE** : 10 February 2023
- NOTE** : Applications Received After Closing Date Will Not Be Considered. No Faxed, No Hand Delivered, No E-Mailed Applications Will Be Accepted. 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](http://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 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; an evaluation certificate must accompany it 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. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). 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 03/150** : **CHIEF DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ECDOE CDMA01/01/2023**  
Programme: Finance
- SALARY** : R1 308 051 - R1 563 948 per annum (Level 14), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Provincial Office - Zwelitsha  
: A Senior Certificate, A NQF 7 in the fields of Accounting, Finance or Auditing. Minimum of 8-10 years relevant experience at senior management level. Knowledge of Financial management, financial accounting, and business practices. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Ability to establish and manage financial systems and controls. Knowledge of strategic planning, budgeting and government payment processes and systems. Project Management skills. Service orientated. Sound organizing, planning and leadership skills. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. In-depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Labour Relations Act, Public Service Act and its regulations and Supply Chain Management policies and practices. A high degree of aptitude for strategic planning and management, decision-making, leadership, innovation, and motivation. South African citizenship. Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Knowledge of Financial Management, Financial Accounting, HR management practices and business practices. Ability to establish and manage financial systems and control. A valid Code B driver's license. Ability to work under pressure and long hours.
- DUTIES** : Manage timely preparation of financial statements in accordance with prescribed standards and formats, taking into consideration NT & PT policies and circulars. Manage timely payments of Service Providers, Personnel payments, and Departmental stakeholders and ensure sound Bank Management practices. Ensure implementation of effective internal control mechanisms. Ensure implementation of effective and compliant financial management policies and procedures. Provide revenue collection, payment services and accounting reporting services. Manage the Administration Programme of the Eastern Cape Department of Education including the Departmental Audit Controllers activities.
- ENQUIRES** : Ms. N.D. Ngcingwana Tel No: (040) 608 4415  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- NOTE** : NB: Gender equity and people living with disability will be prioritized in filling this post
- POST 03/151** : **DIRECTOR: SALARY MANAGEMENT REF NO: ECDOE DSM02/01/2023**  
Programme: Finance
- SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Provincial Office - Zwelitsha  
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Finance / Accounting Management or equivalent qualification. Five (5) years of proven experience in a Middle Managerial level in payroll management and salary administration environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Excellent knowledge of operating, BAS and PERSAL systems. Knowledge and

understanding of Financial Management Acts (PFMA), Treasury Regulations, Public Service Act and Public Service Regulations. Knowledge and understanding of the Education sector will serve as an added advantage. Good planning and organization. Analytical and problem-solving skills. Ability to communicate ideas and issues at all levels. Good understanding of labour market trends and supply and demand perspectives. Strategic capability and leadership. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills and confidence in working at various levels within the various structures at management and executive levels. Ability to work in complex organizations and deal with complex and highly sensitive matters and information. Ability to develop strategies and clear standards, knowledge of the public sector policy environment and relevant legislation and regulations. Computer literacy. Project management. Willingness to travel and a valid driver's license.

**DUTIES** : The successful candidate will be reporting to the Chief Director Financial Accounting Services: will be responsible to provide strategic and leadership direction in the Salary Administration Directorate; Oversee and managing the administration of Examinations, Claims and Payroll; Manage the administration of salaries payments, control and maintenance of salary transactions; Manage the provision payroll administration services; Manage and monitor and distribution of salary pay slips to all pay points throughout the country; Manage payroll certification of supplementary, permanent and temporary PERSAL runs every month; Manage and monitor and control of monthly updates to Chief Director Financial Accounting on outstanding payroll in terms of treasury regulations; Manage the control, maintain salary examination payments; Manage the control and maintain salary transactions; Manage and monitor deductions & resignations. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Sound knowledge of Public Finance Management Act (PFMA), Treasury Instructions, Labour Relations Act, Public Service Act, and Public Service Regulations. Ability to work under pressure and long hours.

**ENQUIRES** : Ms. N Ncingwana Tel No: (040) 608 4415  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

**NOTE** : NB: Gender equity and people living with disability will be prioritized in filling this post

**POST 03/152** : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: ECDOE DHRD03/01/2023**  
Programme: Human Resource Development

**SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Provincial Office - Zwelitsha  
A Senior Certificate, NQF Level 7 qualification in Human Resources Management/Public Administration/Business Administration/Human Sciences as recognized by SAQA with 5 years' experience at Middle Management Service Level within the Human Resource environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of Public Service Act (1994), Public Service Regulation (2016). Public Finance Management Act, Skills Development Act, and any other relevant legislation that is applicable to public service. Valid Code 8 Driver's license a requirement. Computer literacy (MS Office) experience

**DUTIES** : Management of Quality Management System (QMS) and Performance Management and Development Systems (PMDS) processes. Facilitate, coordinate, and monitor the implementation of QMS and PMDS. Facilitate the development of Workplace Skills Plan and the implementation thereof. Mobilize stakeholders around HRD activities. Coordinate the development of staff and youth in relation to bursaries, internship, and learnerships. Strengthen working relations with all relevant Seta's. Management and coordination of EPWP programme and all other ad hoc programmes. Ability to work under pressure and long hours.

- ENQUIRES** : Mr. Q Luthuli Tel No: 040 608 4624  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- NOTE** : NB: Gender equity and people living with disability will be prioritized in filling this post
- POST 03/153** : **DISTRICT DIRECTOR: ALFRED NZO EAST REF NO: ECDOE DDANE04/01/2023**  
Programme: Institutional Operations Management
- SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Mbizana  
: NQF Level 7 qualification in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service (Salary level 11 and 12) Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.
- DUTIES** : Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.
- ENQUIRIES** : Mr. TT Dyasi Tel No: (047) 5024272/4225  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 03/154** : **DISTRICT DIRECTOR: OR TAMBO COASTAL REF NO: ECDOE DDORTC05/01/2023**  
Programme: Institutional Operations Management
- SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary.

**CENTRE REQUIREMENTS**

The remaining flexible portion may be structured in terms of the applicable remuneration rules.

: Lusikisiki  
: NQF Level 7 qualification in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service (Salary level 11 and 12) Level in Educational environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

**DUTIES**

: Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

**ENQUIRIES**

: Mr. TT Dyasi Tel No: (047) 5024272/4225  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

**POST 03/155**

: **DISTRICT DIRECTOR: JOE GQABI REF NO: ECDOE DDJQ06/01/2023**  
Programme: Institutional Operations Management

**SALARY**

: R1 105 383 - R1 302 102 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS**

: Sterkspruit  
: NQF Level 7 qualification in Public Administration/Education/Management as recognized by SAQA with 5 years' relevant experience at Middle Management Service (Salary level 11 and 12) Level. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

**DUTIES** : Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

**ENQUIRIES** : Mr. TT Dyasi Tel No: (047) 5024272/4225  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

#### **OTHER POSTS**

**POST 03/156** : **ENGINEER AS INFRASTRUCTURE PROGRAMME MANAGER REF NO: ECDOE EE07/01/2023**  
Programme: Physical Resource Management  
Directorate: Physical Resource Planning (Dora Funded)  
(Re-advertisement)

**SALARY** : R750 693 CTC per annum, (OSD) Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Provincial Office– Zwelitsha  
: University degree in Engineering and/or equivalent qualification. Registered as a Professional Engineer with ECSA. Valid driver's license. Minimum of Three years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

**DUTIES** : Infrastructure Programme and Project Planning in line with IDMS-Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP]

and updating of the plan- Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

- ENQUIRIES** : Mr. T Pefole Tel No: (040-608 4246)  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 03/157** : **QUANTITY SURVEYOR (GRADE A) REF NO: ECDOE-QS08/01/2023**  
Programme: Physical Resource Management  
Directorate: Infrastructure Delivery Management (Dora-funded)  
(Re-advertisement)
- SALARY** : R646 854 CTC per annum, (OSD) Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Provincial Office - Zwelitsha
- REQUIREMENTS** : University Degree in Quantity Surveying and/or equivalent qualification. Registration with SACQSP as a professional Quantity Surveyor. Valid driver's

		license. Computer literacy. Minimum of Three Years' experience post qualification.
<b><u>DUTIES</u></b>	:	Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods, and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, modern technology, and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. NB: Gender equity and people living with disability will be prioritized in filling this post.
<b><u>ENQUIRIES</u></b>	:	Mr. T Pefole Tel No: (040-608 4246) For e-Recruitment Enquiries, email to: <a href="mailto:sanet.nieuwenhuys@ecdoe.gov.za">sanet.nieuwenhuys@ecdoe.gov.za</a>
<b><u>POST 03/158</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: PHYSICAL RESOURCE MANAGEMENT REF NO: ECDOE CWI10/01/2023</u></b> Programme: Physical Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 – R390 129 per annum (Level 08) Alfred Nzo West – Mt Frere A National Diploma (T/N/S streams) or equivalent, or A N3 and a passed trade test in the building environment. Registration as an Engineering Technician, and a valid driver's license. 3 to 5 years appropriate experience. Skills: Must be computer literate in (MS Word, Excel, and PowerPoint). Be fluent in at least 2 official languages of the province. Must have good verbal and written communication skills. Must have good interpersonal skills.
<b><u>DUTIES</u></b>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work, Develop a bill of quantities, Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained, Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken, Develop, implement, and maintain an electronic record system for work being done and work that was finalized, Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures,

through inter alia the following: Develop and interpret plans and sketches, Draw-up quotation documents and compile specifications, bills of quantities and bid documents, Adjudicate and provide recommendations on quotations and bids, Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the following: Advice and guide contractors in respect of the compliance to legislation and procedures, Verify invoices and certify progress of payments, Check and process variation orders and make recommendations on requests for the extension of deadlines, Brief contractors and consultants on projects and certify claims for fees, Ensure effective contract administration, Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors, Provide advice and guidance on the interpretation and application of legislation, policies, and procedures, Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated, Monitor the proper utilization of equipment, stores, and expenditure, Administer the departmental performance management and development system.

- ENQUIRIES** : Mr. T Pefole Tel No: 040 608 4624  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 03/159** : **FARM MANAGER REF NO: ECDOE FM11/01/2023**  
Programme: Schools Support Staff (EMIS 200500744)
- SALARY CENTRE REQUIREMENTS** : R269 214 – R317 127 per annum (Level 07)  
: Alfred Nzo West - Moshesh Senior Secondary School  
: A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license.
- DUTIES** : Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.
- ENQUIRIES** : School Principal at (076) 225 4557  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 03/160** : **FARM MANAGER REF NO: ECDOE FM12/01/2023**  
Programme: Schools Support Staff (EMIS 200501015)
- SALARY CENTRE REQUIREMENTS** : R269 214 – R317 127 per annum (Level 07)  
: Alfred Nzo West – Moorosi Agricultural School  
: A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well



- independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license.
- DUTIES** : Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.
- ENQUIRIES** : School Principal at (072) 324 6062  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 03/161** : **FARM MANAGER REF NO: ECDOE FM13/01/2023**  
Programme: Schools Support Staff (EMIS 200501001)
- SALARY CENTRE REQUIREMENTS** : R269 214 – R317 127 per annum (Level 07)  
: Alfred Nzo West - Osborn Senior Secondary School  
: A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license.
- DUTIES** : Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.
- ENQUIRIES** : School Principal at (71) 657 0169  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

- POST 03/162** : **FARM MANAGER REF NO: ECDOE FM14/01/2023**  
 Programme: Schools Support Staff (EMIS 200600677)
- SALARY** : R269 214 – R317 127 per annum (Level 07)  
**CENTRE** : Chris Hani West - Bengu Agricultural High School  
**REQUIREMENTS** : A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license.
- DUTIES** : Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.
- ENQUIRIES** : School Principal at (071) 063 0934  
 For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 03/163** : **FARM MANAGER REF NO: ECDOE FM15/01/2023**  
 Programme: Schools Support Staff (EMIS 200600204)
- SALARY** : R269 214 – R317 127 per annum (Level 07)  
**CENTRE** : Chris Hani West - Freemantle Boys' High School  
**REQUIREMENTS** : A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license.
- DUTIES** : Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required;

- Manage assets of the farm; Give inputs for budget planning; Expenditure control.
- ENQUIRIES** : School Principal at (082) 448 8485  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 03/164** : **FARM MANAGER REF NO: ECDOE FM16/01/2023**  
Programme: Schools Support Staff (EMIS 200100862)
- SALARY CENTRE REQUIREMENTS** : R269 214 – R317 127 per annum (Level 07)  
: Amathole West - Winterberg Agricultural High School  
: A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license.
- DUTIES** : Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.
- ENQUIRIES** : School Principal Tel No: (046) 555 0005  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)
- POST 03/165** : **FARM FOREMAN REF NO: ECDOE FF17/01/2023**  
Programme: Schools Support Staff (EMIS 200200684)
- SALARY CENTRE REQUIREMENTS** : R181 511 – R213 912 per annum (Level 05)  
: Amathole West: Phandulwazi Agricultural High School  
: A Senior Certificate. Three (3) years' Experience as General Worker would be an added advantage. Knowledge of basic safety precautions in handling hazardous material / liquids. Event services / preparations, Use of cleansing equipment, Maintenance / care of cleaning equipment. Must be honest and work with integrity. Be professional and self-driven. Good communication skills (written and verbal skills).
- DUTIES** : Execute routine activities in respect of crop production which would inter alia include the following: - Irrigation of crops, Soil cultivation and preparation e.g., Cleaning, Ploughing, etc. Apply chemical crop protection e.g., operate a knapsack Reaping, grading, weighing, packing and storage of a farm produce Daily tending of crops/ orchards/ vineyards e.g., pruning, weeding etc. Execute routine activities in respect of livestock which would inter alia include the following: - Care for sick livestock, Dipping, vaccination & dosing, assist with calving, lambing, hatching etc. Count livestock, Shepherding, moving, weighing of livestock, Slaughtering, culling, Weighing, milling, mixing of feeds, Stacking, and storing of fodder and feeds, Feeding, Milking, Cleaning of water troughs for livestock. Execute general routine activities which would inter alia include the following: - Cleaning of facilities, Disposal of farm waste material, provide water supply for livestock and farm buildings, Care for equipment e.g., cleaning, oiling, sharpening etc. Firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/offloading. Execute general

routine activities in respect of infrastructure which would inter alia include the following: - Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.

**ENQUIRIES** : School Principal at (082)200 7645  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

**POST 03/166** : **ACCOUNTING CLERK REF NO: ECDOE-AO 18/02/2022**  
Programme: Physical Resource Management

**SALARY** : R181 511 – R213 912 per annum (Level 05)  
**CENTRE** : Provincial Office – Zwelitsha  
**REQUIREMENTS** : Grade 12 certificate and no experience needed. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP); Basic Accounting and Logistical Information Systems (BAS and LOGIS); and attention to detail; Presentation and facilitation skills. Solving skills coupled with the ability to work under pressure. Personal qualities – Behavioral Skills: Diligence. Honesty, integrity and confidentiality. Independence. Ethics sensitivity. Objectivity, Good verbal and written communication skills.

**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 Render a budget support service: Collect information from budget holders, Compare expenditure against budget, Identify variances, Capture, allocate virements on budgets, Distribute documents with regard to the budget, File all documents, Receive and capture cash payments.

**ENQUIRIES** : Mr. T Pefole Tel No: 040 608 4624  
For e-Recruitment Enquiries, email to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

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

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. The candidate must take note of: It is intended to promote representativeness through the filling of this post and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference.***

- APPLICATIONS** : Manual applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: <https://professionaljobcentre.qpg.gov.za/>
- CLOSING DATE** : 10 February 2023
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applications should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed CV. Only shortlisted candidates will submit certified documents. General information: Shortlisted candidates must be available for virtual interviews at a date and time determined by e-GOV, candidates preferring physical interviews will travel at own cost. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include but are not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

**MANAGEMENT ECHELON**

- POST 03/167** : **CHIEF DIRECTOR: APPLICATIONS (PERMANENT) REF NO: REFS/016005**  
Chief Directorate: Applications
- SALARY** : R1 308 051 - R1 563 948 per annum, (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Bachelor's Degree in IT, Computer Science or equivalent NQF level 7 related qualification. At least 10 years' experience in Applications Development and Project Management. 5 years' experience in a Senior Management position, ideally managing an Information Technology service unit. Three or more full project implementation. Vast ICT technical knowledge. Knowledge and understating of ERP business practices and protocols. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills.

<b><u>DUTIES</u></b>	:	People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
	:	Provide System Application Products solutions support as the transversal system with Gauteng Provincial Government. Work closely with executives in mapping business requirements to the Enterprise Resource Planning team's operations plan. Ensure that the annual performance plan is executed efficiently and effectively and within budget. Input to the development of ICT strategy. To be the liaison between the e-Government Department and to market the usage of the Enterprise Resource Planning solution in the Gauteng Provincial Government. To demonstrate value derived from the investments in applications.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 03/168</u></b>	:	<b><u>DIRECTOR: APPLICATIONS COMPETENCY CENTRE (PERMANENT) – REF NO: REFS/016006</u></b> Directorate: Information Communication Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package) Johannesburg Bachelor's Degree in IT or equivalent NQF level 7 related qualification. At least 10 years ERP experience. At least 5 years at middle management level. Three or more full project implementation. ICT technical knowledge. Communication skills.
<b><u>DUTIES</u></b>	:	Provide support of the SAP authorization function. Provide support of the SAP Finance and Cost Control (FI/CO) and PTP solution. Provide support of the SAP CRM and HRM solution. Provide support and maintenance of the SAP technical infrastructure. Ensure development of new user application requirements, enhancements and reports Work closely with executives in mapping business requirements to the ERP teams' operations plan. To manage the ERP team's strategy and operations plan. To ensure that the Operations Plan is executed efficiently and effectively and within budget. To be the liaison between the E-GOV and SAP. To market the usage of the ERP solution in the GPG. To plan the projects that the ERP team should undertake and ensure that the project plans are efficiently executed.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 03/169</u></b>	:	<b><u>DIRECTOR: PROJECT MANAGEMENT PROGRAMME (PERMANENT) – REF NO: REFS/016007</u></b> Directorate: Programme Management Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package) Johannesburg NQF level 7 qualification in Business Management or Information Technology. At least 5 years experience at middle management level. Vast knowledge of project management principles and methodologies. Proven record of full project implementation. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
<b><u>DUTIES</u></b>	:	Design and create programme management strategy and methodology. Ensure effective programme office planning. Manage programme office risks and problems, including the development of contingency strategies. Manage, monitor and evaluate programmes and projects that reside within the programme office in terms of overall cost, time scope, quality, and risk and business benefits.
<b><u>ENQUIRIES</u></b>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<b><u>POST 03/170</u></b>	:	<b><u>DIRECTOR: e-SERVICES SPECIALIST (PERMANENT) REF NO: REFS/016008</u></b> Directorate: e-Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package) Johannesburg NQF Level 7 Bachelor's Degree in Management Science. At least 5 years experience at middle management level in the related ICT field Knowledge of the principles of strategic business decision making ICT technical knowledge.

- Knowledge and understating of ICT processes. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
- DUTIES** : Coordinate and have oversight of the shared components identified in the E-government Blueprint. Ensure the establishment and oversight of the security, privacy and authentication policies, SLA management to ensure optimum service uptime and employing ICT to automate key processes and services. Ensure creation and formulation of a risk management plan, including mitigation plans and intervention strategies. Ensure planning of the overall scope, timelines and quality standards of e-government projects. Establish and oversee security, privacy and authentication policies for e-government. Ensure a Develop and implement a coordinated GPG ISAD Plan.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- POST 03/171** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT (PERMANENT) REF NO: REFS/016009**  
Directorate: Human Resource Management
- SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Degree in Human Resources Management or related (NQF level7) in HRM. A minimum of 5 years' experience in HRM, in middle management level. Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate should have strong strategic agility, coupled with change management and analytical skills. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated.
- DUTIES** : Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Be responsible for management of employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management and development programmes. Provide human resource administration to the department. Provide employee health & wellness programmes within the department. Provide strategic direction and lead on HR operations to the Internal Human Resource unit. Manage all resources including budget in terms of PFMA. Ensure legislative compliance. Develop, service and maintain SLA's and LOE's with e-Gov. Business Units.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- POST 03/172** : **DIRECTOR: LEGAL SERVICES (PERMANENT) REF NO: REFS/016010**  
Directorate: Legal Services
- SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Bachelor of Laws or equivalent NQF level 7 related qualification. Must be and admitted attorney. At least 5 years' experience middle management experience in a law environment. In-depth understanding and application of legislation. Proven record of contract management and arbitration. Knowledge and understanding of procurement and supply chain management. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
- DUTIES** : Render an effective legal advice service in the Department. Prepare all agreements/contracts that are legally sound and that are compliant with existing legislation and policies. Draft and provide general and specific legal advice and opinions. Attend to and manage all legal correspondences. Manage and co-ordinate all litigation issues. Compiling briefs to external legal consultants, State Attorneys, and counsel and managing the progress of matters and the inputs received. Ensuring that the administrative and

contractual decisions of the department are compliant with governing legislation and to render advice on the impact of any new legislative requirements. Drafting of commercial contracts including contract templates and guidelines. Resolving legal disputes. Plan, gather evidence and prepare for representing the E-GOV at arbitration and mediation hearings and in a court of law. Remaining up to date with legal developments in the realm of contract law.

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

**POST 03/173** : **DIRECTOR: SECURITY AND AUXILIARY SERVICES MANAGEMENT (PERMANENT) REF NO: REFS/016011**  
Directorate: Security and Auxiliary Services Management

**SALARY CENTRE REQUIREMENTS** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
: Johannesburg  
: NQF Level 7 qualification applicable to Safety and Security Management, Facility/ Logistics Management or equivalent. NIA Security Management Courses. At least 5 years' experience middle management experience within the security management field. Knowledge and understanding of Security Services Regulations, PFMA, and OHS standards. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership. SMS pre-entry Certificate is a requirement.

**DUTIES** : Manage and direct the development, implementation and evaluation of the departments' security program and risk minimization programs to ensure a secure facility, physical security and security of assets, computer systems and a secure environment for the staff. Develop and implement physical security and procedures. Provide and manage physical and personnel security operations. Manage the implementation of OHS Program, Fire Safety and Contingency Plan. Develop and implement document personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Ensure educational security (security awareness. Develop, implement and manage security screening and vetting process. Establish, implement and manage security policy, administrative and organizational functions as per security requirements.

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

**POST 03/174** : **DIRECTOR: MONITORING AND EVALUATION (PERMANENT) REF NO: REFS/016012**  
Directorate: Monitoring and Evaluation

**SALARY CENTRE REQUIREMENTS** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
: Johannesburg  
: An undergraduate degree (NQF 7 as recognized by SAQA) in Policy and Management, Public Management, NQF 7 Bachelor's Degree in Public Administration, Monitoring and Evaluation Or related field. At least five (5) years' experience in monitoring and evaluation within the public sector at middle/senior management (Deputy Director Level). In-depth knowledge of outcome-based, monitoring, reporting, evaluation, and programme/project management. Knowledge of quantitative and qualitative research design and methodologies. SMS pre-entry Certificate is a requirement.

**DUTIES** : Responsible for the overall reporting requirements on the development and implementation of operational plans through the evaluation of all departmental monthly and quarterly progress reports. The role analyses and directs each business unit's performance statistics against set forecasts and targets. It provides variance analysis and variance reports, assuming the delegated responsibility of the Chief Operations Office for forecasting and periodical strategic review and analysis as required. The role provides an advisory role to the executive team on interventions to address the failure to meet targets as applied and outlined in the annual operational plans. The role is further responsible for the management of business continuity and the identification and prioritisation of potential risks in the respective business unit.

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



**POST 03/175** : **DIRECTOR: EMPLOYEE EXITS (PERMANENT) REF NO: REFS/016013**  
Directorate: Human Resource Administration

**SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 7 qualification in Human Resources Management, Psychology, industrial relations or related. At least 5 years' experience in middle management role relating to human resources management. HR experience in public sector will be advantageous. In-depth understanding of PERSAL and BAS systems. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

**DUTIES** : Administer all human resource conditions of service for the GPG. Render a responsive and affective recruitment processing service to the GPG. Administer employee termination of service in the GPG. Provide Strategic direction and operational leadership to the service unit. Maintain and ensure compliance with SLAs by the service unit. Manage all resources, including the Budget, in terms of the PFMA and other applicable regulatory frameworks. Ensure unit performance reporting on SLAs as per set standards. Ensure continuous improvement of services rendered by the service unit. Ensure continuous improvement of terminations systems and processes.

**ENQUIRIES** : Mr. Themba Psungo, Tel: (011) 689 6980

**POST 03/176** : **DIRECTOR: PAYROLL SERVICES (PERMANENT) REF NO: REFS/016014**  
Directorate: Payroll Services

**SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 7 qualification in Financial Management or related. At least 5 years' experience in middle management role relating to human resources management. HR experience in public sector will be advantageous. In-depth understanding of PERSAL and BAS systems. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

**DUTIES** : Render an administrative support and advisory function to GPG SMS & MMS members, Premier and MEC's on salaries and conditions of service and benefits. Ensure that all SMS and MMS Reward & Retain applications are processed timeously and accurately. Process termination applications for SMS, MMS and Provincial Executive Members. Ensure that BAS and PERSAL system are continuous updated. Ensure the reconciliation of payroll systems. Link payroll administration policies and procedures to Departmental Finance policies and procedures. Provide advice to SMS and MMS members on structuring of salary packages. Resolve SMS queries relating salary and taxes.

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

**POST 03/177** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (PERMANENT) REF NO: REFS/016015**  
Directorate: Supply Chain Management

**SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 7 qualification recognized by SAQA in Supply Chain Management/Logistics/Finance. A minimum of 5 years' experience in a middle management role in relation to Supply Chain Management or Finance/Commerce Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations would be an added advantage. Knowledge and understanding of the PFMA, PPPFA and all other Treasury guidelines. In-depth understanding, application of financial, and procurement management systems within the government sector. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

**DUTIES** : Lead and manage the Supply Chain Management directorate the directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. Develop and sustain a centre of excellence capacity in the area of demand planning and demand management. Effectively guide and direct duties in respect of demand management; acquisition management including applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations, and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation.

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

**POST 03/178** : **PROJECT MANAGER: BROADBAND NETWORK REF NO: REFS/016016**  
Directorate: Information Communication Technology  
(3 Year Contract)

**SALARY CENTRE REQUIREMENTS** : DPSA Hourly Consultant Fees  
: Johannesburg  
: A Degree in Business Management/Information Technology or equivalent NQF level 7 qualification. Certification in Agile Project Management or Prince II or PMBOK. Minimum of 5 years at a middle management level in project management. At least 3 years' project management experience in Broadband implementation; telecommunication and fiber optic network infrastructures.

**DUTIES** : Support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project within the programme. Financial management for Gauteng Broadband Management. Oversee, guide, and monitor institutional Project management governance. Oversee Project Portfolio tracking, monitoring & reporting. Oversee Key Responsibility Areas Managing Project and Programme Delivery. Managing Gauteng Broadband Network Project and Programme Governance. Managing Programme Communications and Change Management. Managing Internal & external Stakeholders within the Inter-Governmental Programmes and initiatives. Project Management Team Leadership. Project Tracking, Compile submissions and reports Essential functions include assisting with public-private partnerships to extend broadband access in Gauteng. Providing technical advice to a variety of partners and stakeholders including government, telecommunication and fiber optic networks; broadband service providers; citizens, etc. to strategically design telecommunication plans and identify opportunities and resources for deployment. The incumbent will drive project communication and change management strategy. Required skills includes motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organizing, controlling, human resources management, accountability, risk identification, leadership and budget management.

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

#### **GAUTENG INFRASTRUCTURE FINANCING AGENCY**

**APPLICATIONS** : To apply for the position, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered.

**CLOSING DATE** : 10 February 2023

**NOTE** : Applications must be submitted on a new signed Z83 form obtainable from any public service department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). A recently updated comprehensive CV should accompany the Z83 form, together with the contact details of three contactable references, that is, name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents. Short-listed candidates will be

contacted by HRM to submit certified documents and must be available for interviews at a date and time determined by the Gauteng Infrastructure Financing Agency. Suitable candidates will be subjected to personnel suitability checks, that is, criminal record, citizen verification, credit record checks, qualification and employment verification. Confirmation of final appointment will be subject to a positive security clearance. All non-South African citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date and those applications that do not comply with the requirements of the post will be disqualified.

#### OTHER POST

<b><u>POST 03/179</u></b>	:	<b><u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: REFS/015780</u></b> Directorate: Corporate Services (12 Month Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711.per annum, plus 37% benefits Sandton (Johannesburg) Matric and appropriate Bachelor's Degree/Advanced Diploma in Operations Management, Facilities Management, Public Administration, Management or Security Management (SAQA NQF Level 7). 3-5 years supervisory level experience in a similar environment within the public or private sector, in an Auxiliary Services and Facilities Management environment. Driver's license.
<b><u>DUTIES</u></b>	:	Contribute to the development, and oversee the implementation and refinement of the GIFA's work Environment Management Strategy, Operational plan, policies, processes and procedures. Coordinate the provision of security services for GIFA. Coordinate the provision of Auxiliary Services within GIFA. Manage Facilities in line with the Occupational Health and Safety Act. Ensure that the working environment conforms to the requirements of Occupational Health and Safety (OHS) Act. Coordinate and control the provision of an optimal working environment that is conducive to delivery of the GIFA's mandate in line with the allocated budget. Ensure the implementation of records management. Manage the Work Environment function and deliver appropriate resources, governance, risk and compliance management practices-while ensuring that all aspects of work reflect a focus on sound ethics, good governance, risk management and compliance.
<b><u>ENQUIRIES</u></b>	:	Ms. Albertina Tshisikule Tel No: 011 290 6600/06

#### 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 Medical Specialist Grade 1 (X1 Post) Paediatrics (General Paediatric Wards) for **Chris Hani Baragwanath Academic Hospital** with Ref No: REFS/ 015800 (X1 Post) advertised in the Public Service Vacancy Circular 02 dated 20 January 2023, the post number has been amended as follows: (X2 Posts). The Medical Specialist Grade 1 (X1 Post) Paediatrics (Neonatology) with Ref No: REFS/015801 (X1 Post ) advertised on the Public Service Vacancy Circular 02 dated 20 January 2023 the post number has been amended as follows: (X2 Posts). The Material Recording Officer Level 05 (X3 Posts) Supply Chain Management with Ref No: CHBAH 609 (X3 Posts) advertised on the Public Service Vacancy Circular 02 dated 20 January 2023 the post name has been amended as follows: Material Recording Clerk Level 05 (X3 Posts). We apologise for the inconvenience caused. **Weskoppies Hospital**. Kindly note that the following post was advertised in Public Service Vacancy Circular 01 dated 13 January 2023, the salary has been amended as follows: Post: Operational Manager Nursing PNA-5/PNB-3: (General/Specialty) X2 – WKH/31/12/2022. Salary: General: R464 466 (PNA-5) per annum plus benefits Or Specialty: R588 378 (PNB-3) per annum plus benefits (Salary will be in line with OSD regulations with regards to years of experience after registration) (The closing date has been extended to 10 February 2023)

## OTHER POSTS

- POST 03/180** : **MEDICAL SPECIALIST FELLOW REF NO: REFS/015959**  
Directorate: Internal Medicine – Gastroenterology  
(Fixed two years' contract)
- 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 Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and current registration. No experience required after registration with the HPCSA as a Medical Specialist 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 experience in teaching and research.
- DUTIES** : As a trainee/fellow in Internal Medicine, gastroenterology, the candidate will be expected to rotate between working both in General Internal Medicine and Medical gastroenterology. 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 concordant with a senior medical registrars training in this regard. Training as a fellow will be defined as per HPCSA and the CMSA requirements for the sub speciality gastroenterology. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD and/or Speciality Ward Consultations. 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. To be actively involved in research, management and administrative aspects of the unit, department and the hospital. Candidate will be required to be registered with the university and the HPCSA yearly as a fellow in gastroenterology. Will be a joint appointment with Wits University and be involved in teaching, research for undergraduates and postgraduates. 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** : Applications should be submitted on a (PDF Format only) to the following email-address: [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Only online application will be considered. Please use the reference as the subject.
- NOTE** : Please note that the salary will be adjusted according to years of experience as per OSD policy. 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, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

- CLOSING DATE** : 10 February 2023
- POST 03/181** : **MEDICAL SPECIALIST – GENERAL SURGERY GRADE 1-3 REF NO: FERH/MED01-2023 (X2 POSTS)**  
Directorate: Medical
- SALARY** : R1 156 308 - R1 227 255 per annum, all-inclusive package  
R1 322 100 - R1 403 235 per annum, all-inclusive package  
R1 534 356 - R1 918 284 per annum, all-inclusive package
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration as a Medical Specialist with HPCSA. Must be annually registered with HPCSA for April 2022/March 2023 as FCS (SA) specialist. Experience in public sector general surgery with competencies in managing all surgical cases will be an added advantage.
- DUTIES** : Supervising the management of and managing patients with surgical diseases and performing and supervising appropriate surgical cases. Teaching and training of interns, medical officers, registrars undergraduate teaching during ward rounds and theatre sessions at Far East Rand Hospital. Engaging with surgical staff and management at cluster hospitals. Provision of comprehensive clinical surgery services for the patients at Far East Rand Hospital. Ability to manage a team of junior and senior doctors. Provision of undergraduate and postgraduate medical student teaching, provision of supervision and training to medical registrars and Fellow in General Surgery. Do administrative duties within the department. Coordinating the logistics and obtaining equipment and pharmaceuticals. Ability to establish excellent working relationship with anaesthetic team, emergency unit, ward nursing team. Skillset to manage emergency general surgery patients, including laparoscopic skills. Good leadership skill, excellent communication (verbal & 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 legislations, policies and procedure pertaining to health care users. Computer literacy, ability to initiate and research required. Appointed candidate will be expected to strengthen the Regional and District health systems by providing outreach programmes. Be a role model to students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Clinical Manager. Maintain quality assurance standards and other departmental policies. To assist in teaching programmes of both undergraduates and postgraduates. Attend meetings and training as approved by clinical manager. Comply with Performance Management and Development System (contracting, quarterly review and final assessment)
- ENQUIRIES** : Dr PS Lobo Tel No: 011 812 8546
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's

responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

**CLOSING DATE**

: 10 February 2023

**POST 03/182**

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015987 (X1 POST)**

Directorate: Cardiology

(Three (3) year training Fellowship in Cardiology, and the candidate will be expected to write the Certificate in Cardiology)

**SALARY**

: R1 156 308 per annum, (all inclusive)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal speciality. Registration with the HPCSA as a Medical Specialist. Experience in the public sector would be an advantage. This experience should be in terms of clinical service provision, teaching, and research. Highly motivated and enthusiastic to contribute positively to the Division of Cardiology.

**DUTIES**

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars. Stimulate and undertake research projects. Be a role model for students and staff. Maintain quality assurance standards and other departmental policies. Supervising the management of and managing patients, 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. Administrative duties within the Department. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. 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**

: Prof MR Nethononda Tel No: (011) 933 8197

**APPLICATIONS**

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

**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](http://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, service certificate 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 03/183**

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015988 (X2 POSTS)**  
Directorate: Orthopaedic Surgery

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

: R1 156 308 per annum, (all inclusive)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Appropriate qualification that allow registration with HPCSA as Medical Specialist. HPCSA registration as Medical Specialist in Orthopaedic Surgery. 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 as an orthopaedic surgeon and under pressure and beyond normal working hours and work with diverse team. The ability to work in a multi-disciplinary team.

**DUTIES**

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns, and nurses. Provide after – hours consultant duties and other general orthopaedic duties as required. Ensure the proper and economical use of equipment and other resources an ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by Head of Department. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES**  
**APPLICATIONS**

: Prof Ramokgopa Tel No: (011) 933 8914  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**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](http://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, service certificate 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 03/184** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016000 (X1 POST)**  
Directorate: Intensive Care Unit (Paediatrics)
- SALARY** : R1 156 308.per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Paediatrics. HPCSA registration as Medical Specialist. Experience in Critical Care in an accredited Intensive Care unit will be added advantage. 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 a 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. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with other departments.
- DUTIES** : Administrative duties within the Department of Intensive Care. Delivery of clinical services to critically ill paediatric patients. Foster and co-ordinate a multidisciplinary approach to the management of critically ill patients. Co-ordinating logistics of ordering and obtaining equipment and pharmaceuticals Involvement in hospital committees and liaison with other departments within the hospital. Participate in the functions of the Critical Care Society of Southern Africa that governs the development and management of Intensive Care in South Africa. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at Tertiary and referring hospitals. Development and ongoing provision of undergraduate and postgraduate teaching and assessment. Policy development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Critical Care Medicine. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU/HOD. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.
- ENQUIRIES** : Prof Mathivha Tel No: (011) 933 0270



- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- 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](http://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, service certificate 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 03/185** : **MEDICAL SPECIALIST REF NO: SBAH 006/2023 (X1 POST)**  
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** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB, MMed (Surg) or FCS (SA). A valid registration with the HPCSA as an independent Medical Practitioner. Oncoplastic breast reconstruction 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. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.
- ENQUIRIES** : Prof N.Y Chauke-Malinga Tel No: 012 354 1666
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at

[www.gov.za](http://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** : 10 February 2023
- POST 03/186** : **PRINCIPAL CLINICAL PSYCHOLOGIST GRADE 1 REF NO: REFS/015990 (X1 POST)**  
Directorate: Psychiatry
- SALARY CENTRE REQUIREMENTS** : R1 071 918 per annum, (all-inclusive package)  
Chris Hani Baragwanath Academic Hospital (CHBAH)  
The candidate must have a master's degree in Clinical Psychology and registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist with a relevant registration category (i.e clinical). Minimum of three (3) years' experience after registration with the HPCSA as a Psychologist. Experience in the use and supervision of various psychometric assessments as well as supervision experience of other Psychologists in these psychometric assessments. Must have clinical and didactic teaching experience. Must be computer literate. Leadership and management experience/knowledge will be added advantage. Please note this position is a Joint Appointee position which means that you would be involved with teaching and training within the Psychiatry Department (Wits University)  
Competence/Knowledge/Skills: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to lead, manage and function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Planning and organising. Offer outreach services.
- DUTIES** : As the Head of the Psychology Unit, the candidate will be responsible to plan, manage and oversee psychological services in the institution. S/he will also provide a clinical service within the team as well as at times offer staff support. The candidate will be a Joint Appointee of the Department of Psychiatry, University of the Witwatersrand. They will also be responsible for supervision, teaching and training of psychology interns, community service and permanent psychologists as well as undergrad and post graduate students. Will be involved in promoting, conducting and supervising research projects. The candidate will serve on various hospital and university committees. The candidate will also collaborate with relevant organisations and stakeholders.
- ENQUIRIES APPLICATIONS** : Dr Talatala Tel No: 011 933 9239  
Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- 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](http://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, service certificate 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 03/187** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: REFS/015993**  
Directorate: Pharmacy
- SALARY CENTRE REQUIREMENTS** : R938 748 per annum, (all-inclusive remuneration package)  
: Kalafong Provincial Tertiary Hospital  
: Basic qualification accredited with the South African Pharmacy Council (SAPC), i.e. Pharmacy Bachelor Degree / Equivalent that allows registration with SAPC as a Pharmacist. A minimum of seven (7) years working experience after registration as a Pharmacist. Do you have a Proof of current registration with SAPC? In depth knowledge of the National Drug Policy and all legislation pertinent to pharmacy (Essential Medicine List and standard treatment guidelines), PFMA and government regulations, policies and Acts. Knowledge of HR, Finance and Supply Chain. Computer literacy. Appropriate theoretical and clinical knowledge. Conflict and disciplinary management, sound organization, planning and decision making abilities.
- DUTIES** : Overall management of pharmaceutical services, staff and Medical consumables. Ensure proper selection and procurement of drugs for the hospital. Advice management on pharmaceutical issues, assist in the development of the annual pharmaceutical budget, sound knowledge of the allocated budget inclusive of grants, ensure availability and accessibility of EDL including ARV's. Ensure that all performance indicators are monitored and reported upon. Develop and manage relevant SOP including those that promote medicine rationale use. Coordinate and development of pharmacy personnel. Maintain quality standards and all departmental policies. Be part of the provincial pharmaceutical management team and other relevant bodies. Report on medicine availability and out of stock items. Performance Management and Development System. Attendance and feedback of allocated meetings.
- ENQUIRIES APPLICATIONS** : Dr. E.H.L Mpshe Tel No: (012) 318 6501  
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualify. 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. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not

be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department  
10 February 2023

**CLOSING DATE**

**POST 03/188**

**MEDICAL OFFICER: REF NO: REFS/016001**  
Directorate: Family Medicine

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

R858 528 per annum, (all inclusive)  
Kalafong Provincial Tertiary Hospital  
MBCbB registration with the HPCSA as an Independent Medical Practitioner. Experience with HIV patients, acute psychiatric patients and in primary care and or Emergency Unit. Basic Life Support Certificate. The following certificates will be an added advantage: Advanced Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS) and Advanced Trauma Life Support (ATLC) and previously worked in Family Medicine or Primary Health Care facility.

**DUTIES**

The successful candidate will be responsible for the rendering of clinical services in Family Medicine, which includes after-hours work (weekdays and weekends) in Emergency Unit. Clinical guidance of nurses, community service doctors and interns. Accompaniment and clinical guidance of medical students and clinical associates. Assist with logistic arrangements including waiting times in the Unit. Participation in the academic programme of the department of Family Medicine.

**ENQUIRIES**  
**APPLICATIONS**

Dr. O.M Maphasha Tel No: (012) 373 1018  
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE**

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**

10 February 2023

**POST 03/189**

**MEDICAL OFFICER GRADE 1 REF NO: REFS/015991 (X5 POSTS)**  
Directorate: obstetrics and gynaecology

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

R858 528 per annum, (all-inclusive package)  
Chris Hani Baragwanath Academic Hospital  
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, Registration with the HPCSA as Medical Practitioner, no experience required.

**DUTIES**

The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). Participating in all activities of the discipline in relation to teaching and research. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and

public holiday) duties to provide continuous uninterrupted care of patients. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES**  
**APPLICATIONS**

: Prof Y. Adam Tel No: (011) 933 8156  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

**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](http://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, service certificate 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 03/190**

: **MEDICAL OFFICER REF NO: TDHS/A/2023/01 (X2 POSTS)**  
Directorate: Hast

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

: Grade 1: R858 528 – R1 424 268 per annum  
: Tshwane District Health Services  
: MBChB Degree. Registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 3 years as Medical Practitioner after registration with the HPCSA. 5 years' experience in management and capacity building, training in the prevention treatment and care of HIV/AIDS, STI and TB. Other Skills / Requirements: Management of HIV/AIDS, STI and TB in prevention, treatment and Care of HIV/AIDS, STI and TB. Practical experience in providing mentorship in paediatric care treatment programmes. In depth knowledge of Tier.net application in clinical management. Experience in health system strengthening will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication skill (verbal and written). A valid driver's license.

**DUTIES**

: Provide clinical leadership and guidance for the implementation of HIV/AIDS, STI and TB. Provide expertise in areas of all sub-programmes of HAST, i.e. ART, TB, HTS, STIs and Medical Male Circumcision. Participate in the strengthening of comprehensive HIV/AIDS, STI and TB care and treatment

services in health facilities. Build staff capacity to improve treatment outcome. Guide HIV/AIDS programmes in selecting appropriate and innovative intervention for HIV care and treatment. Monitoring tests according to national and international standards. Ensure that HAST provincial managers are kept abreast with innovation, latest development and evidence-based trends in research and good practices in the field of HIV/AIDS, STI and TB. Provide regular updates to HAST provincial managers on innovation. Attend meetings and workshops.

- ENQUIRIES** : Ms. Maswikana Sithole Tel No: (012) 451 9022 / 9154
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1<sup>st</sup> floor in the reception area.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 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 03/191** : **OPERATIONAL MANAGER NURSING (PN-B3): PRIMARY HEALTH CARE**  
**REF NO: TDHS/A/2023/02**  
Directorate: Tshwane District Health Services
- SALARY** : R588 378 per annum
- CENTRE** : Sokhulumi Clinic
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Use of technology to communicate (i.e., analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement, and sustain Ideal Health Facility Realization programme.
- ENQUIRIES** : Mr Harries Thaba at 063 609 6558 during office hours only (08h00-16h00)

- APPLICATIONS** : Documents must be submitted to First Floor Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 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 03/192** : **OPERATIONAL MANAGER NURSING (PN-B3): PRIMARY HEALTH CARE REF NO: TDHS/A/2023/03**  
Directorate: Tshwane District Health Services
- SALARY** : R588 378 per annum, excluding benefits
- CENTRE** : Ekangala Clinic
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Use of technology to communicate (i.e., analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement, and sustain Ideal Health Facility Realization programme.
- ENQUIRIES** : Mr Harries Thaba at 063 609 6558 during office hours only (08h00-16h00)
- APPLICATIONS** : Documents must be submitted to First Floor Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 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 03/193** : **OPERATIONAL MANAGER: PNB-3 BOIKHUTSONG AND ZAMILE CLINIC**  
**REF NO: TDHS/A/2023/04 (X2 POSTS)**  
Directorate: Tshwane District Health Services
- SALARY** : R588 378 - R662 220 per annum
- CENTRE** : Tshwane Health District Services: Boikhutsong and Zamble Clinic
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.
- ENQUIRIES** : Ms. Ms C Chimusi at 083 707 4206
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception.
- NOTE** : A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position. Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 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 03/194** : **ASSISTANT DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES REF NO: TDHS/A/2023/05**  
Directorate: Therapeutic Services (Rehabilitation)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R540 840 per annum  
: Tshwane District Health  
: Appropriate qualification (degree) that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as Speech and Audiology, Speech therapist, Audiologist, Physiotherapy, Occupational therapist, and podiatrist. Approximately 8 years' experience as an independent practitioner of which 5 years must be in management. (Chief supervisory level/Coordinator). Must have good communication skills. A valid registration with HPCSA. Knowledge in the relevant policies, protocols, and guidelines. Relevant experience in CBR and primary health care services. A valid Driver's license is essential. Must be able to work under pressure, computer literacy (Power point, and Microsoft excel). Must be proactive, innovative, and independent leader.
- DUTIES** : Provide leadership at Tshwane District Therapeutic and support services. Give input and ensure adherence to District, Provincial and national legislation. Implement and contribute to proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly, and annual Therapeutic services reports, statistics and other administrative duties to district and provincial Therapeutic services Directorate. Establish good working relationships with other stakeholders within the district e.g. NGO's, NPO's, Mental Health, Organizations for People with Disabilities etc. Coordinate and ensure health Promotion, prevention and community intervention activities are rendered in the district. Ensure continuous professional development activities. Implementation of quality assurance policies and development of quality improvement plans the unit is adhered to. Attend all relevant meetings at District and Provincial levels. Provide support to sub district Therapeutics services.
- ENQUIRIES APPLICATIONS** : Dr. Susana Reinprecht Tel No: 012 451 9290 Mobile: 0824529845  
: Documents must be submitted to Tshwane Health District, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 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 03/195** : **CLINICAL PROGRAM COORDINATOR HIV COUNSELING & TESTING CLINIC (HCT) REF NO: HRM: 21/22**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R464 446 per annum, (plus benefits)  
: Sterkfontein Hospital  
: R425 Diploma/Degree or equivalent qualification that allows Registration with the SANC as a Professional Nurse. Must have Basic Psychiatric Qualification and Certificate in NIMART (Nurse initiation and Management of Anti- Retroviral Therapy) A minimum of 7 years. Appropriate/recognisable experience in General Nursing after Registration as a professional Nurse. At least 2 years of the above period must be in the Management of HIV/AIDS, & TB Programs. Must be computer literate and have a valid driver's licence.
- DUTIES** : Coordinate and implement the HIV/AIDS program in the clinic. Perform outreach activities in the community. Collaborate with MDT members in the

management of Mental Health Care Users presenting with HIV/AIDS. Implement the National Nursing Strategy in the unit, Mental Health Care Act, Ideal Hospital Framework, Batho—Pele Principles and Patient's Rights Charter. Implement various Nursing Services functions including Nursing Operational Plan for the clinic. Performance of Pap smear, maintaining effective infection control, provide direction, planning, support, leadership and presentation. Manage and utilize resources in accordance with relevant directives and legislation. Monitor performance using Performance Management and Development System. Participate in institutional orientation and induction program.

**ENQUIRIES** : Ms. M. Sono Tel No: (011) 951 8202  
**APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 [www.dpsa.gov.za](http://www.dpsa.gov.za)), accompanied by a detailed CV. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

**CLOSING DATE** : 10 February 2023, Time: 12H00

**POST 03/196** : **OPERATIONAL MANAGER (GENERAL) PNA 5 REF NO: HRM 19/22 (X1 POST)**  
 Directorate: Nursing

**SALARY** : R464 466 - R522 756 per annum, (plus benefits)  
**CENTRE** : Sterkfontein Hospital  
**REQUIREMENTS** : R425 Diploma/Degree in Nursing or Appropriate Diploma or equivalent qualification that allow Registration with the SANC as a Professional Nurse. Driver's license and Computer literacy. A minimum of 7 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with SANC in Psychiatry. At least five years of the period above must be appropriate/recognisable experience in working in a psychiatric unit and management of Psychiatric Patients. Good interpersonal communication and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, Regulated Norms & Standards Ideal Hospital Framework, and other legislative framework. Have innovative creative, emotional intelligence and collaborative skills.

**DUTIES** : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practises through effective implementation of PMDS, Disciplinary Code, leave management and supply Chain Management Procedures. Ensure effective and efficient coordination in the wards. Implement Mental Health Care Act procedures and current Regulated Norms and standards. Drive the implementation of the National Nursing Strategy. Initiate change management and Participate in the hospital committees. Ensure training coaching and mentoring of junior nurses.

**ENQUIRIES** : Ms. Sono Tel No: 011 951-8202  
**APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 [www.dpsa.gov.za](http://www.dpsa.gov.za)), accompanied by a detailed CV. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that

your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

- CLOSING DATE** : 10 February 2023, Time: 12H00
- POST 03/197** : **ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: JUB 40/2022**  
Directorate: Therapeutics & Medical Support Services
- SALARY** : R413 688 – R473 007 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : National Senior Certificate, National Diploma/Degree/B-Tech in Ultrasound Qualification. Registration with HPCSA as an independent Ultrasound Radiographer. Experience in performing Obstetrics, abdominal ultrasound, general and all other ultrasound examinations required. Be able to work independently as part of multidisciplinary team. Ability to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment uses and trouble shooting. Sound report writing. Administrative and computer literacy skills are essential. Good communication skills, interpersonal relations, and problem-solving skills. Ability to perform Cardiac sonar will be an added advantage.
- DUTIES** : Preparing patients and performing ultrasound examinations that yield high quality diagnostic information. Effective use of ultrasound machine to view and interpret images to diagnose various medical conditions. Co-ordinate and organise daily workload with the use of the booking system while considering emergency ultrasound examinations.
- ENQUIRIES** : Ms MG Moropotli Tel No: 012 717 9308  
**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](http://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 03/198** : **LECTURER PND1/PND2 (SIMULATION LABORATORY) REF NO: REFS/016022 (X1 POST)**  
Directorate: Gauteng College of Nursing (GCON)
- SALARY** : PND1: R400 644 - R464 466 per annum, (plus benefits)  
PND2: R492 756 - R642 942 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Campus  
**REQUIREMENTS** : Senior Certificate or equivalent qualification. Basic qualification accredited with the SANC 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 and Midwife. Applicant must be registered with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Be in possession of a Bachelor's degree in nursing, degree/diploma in nursing education qualification registered with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing for PND1. At least 2 years of the period referred to above must be appropriate/recognizable experience in a nursing education institution or higher nursing education

institution after obtaining the 1-year post-basic qualification in Nursing Education for PND1. Minimum of four (4) years appropriate and recognizable nursing experience after registration as a Professional Nurse plus ten (10) years appropriate and recognizable experience in nursing education for PND2. A valid driver's license. Computer certificate/literacy. Communication skills, facilitation skills, planning, organizing, and controlling skills, assessment, and evaluation skills.

**DUTIES** : Provide support for education and training to students. Create a clinical learning environment that will enhance integration of theory to practice. Organise and oversee the readiness of the Simulation laboratory for skills and Objective Structured Clinical Assessments (OSCA). Prepare the Simulation Laboratory for simulated learning demonstrated by the lecturers. Coordinate clinical learning exposure of students within the campus. Communicates and collaborates with lecturers from all discipline regarding the use of the Simulation Laboratory. Exercise control over students and lecturers. Supervision of Clinical Clerks. Orientate Lecturers in the use of equipment. Implement a booking system for the use of the Simulation Laboratory. Supervise students when utilising the Simulation laboratory during practice of skills. Organise and control equipment and supplies in the Simulation laboratory. Responsible for inventory of supplies and equipment. Responsible for the repair of equipment from external supplies through the procurement department. Support the mission and the image of the college. Actively participate in college committees. Attend schedule capacitation. Maintain CPD points requirement. Adhere to college policies including but not limited to on duty time, uniform and record keeping. Engage in effective communication between and among stakeholders.

**ENQUIRIES APPLICATIONS** : Dr. T.T.A Tsimane Tel No: 011 983 3063  
: Application must be submitted only online on <http://professionaljobcentre.gpg.gov.za>.

**NOTE** : Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPISA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

**CLOSING DATE** : 10 February 2023

**POST 03/199** : **LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/015688 (13 POSTS)**  
Directorate: Gauteng College of Nursing (GCON)

**SALARY** : PND1: R400 644 - R464 466 per annum, (plus benefits)  
PND2: R492 756 - R642 942 per annum, (plus benefits)

**CENTRE REQUIREMENTS** : Chris Hani Baragwanath Campus  
: Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice

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

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

**ENQUIRIES** : Ms. T.I Sithole Tel No: 011 983 3010  
**APPLICATIONS** : Application must be submitted only online on <http://professionaljobcentre.gpg.gov.za>.

**NOTE** : Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

**CLOSING DATE** : 10 February 2023

**POST 03/200** : **PN-B1: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2023/06 (X4 POSTS)**  
 Directorate: Nursing

**SALARY** : R400 644 - R606 042 per annum  
**CENTRE** : Tshwane District Health Services:  
 Tlamelong (X1 Post)  
 Sedilega (X1 Post)

- REQUIREMENTS** : Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. **Grade 1:** minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience 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 as mentioned above. Valid & unendorsed driver's license is essential.
- DUTIES** : Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 1 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC)+.
- ENQUIRIES** : Ms S.T. Dibakwane at 082452 3882 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 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 03/201** : **ASSISTANT DIRECTOR REF NO: REFS: 015994**  
Directorate: Facility Management Unit
- SALARY** : R393 711 – R475 596 per annum, (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 plus minimum of ten(10) years relevant experience of which at least three (3) years should be on a Supervisory level ( Level 7) Facility manager in Public Health setting OR Bachelor's Degree/National Diploma in Project Management/Business Administration/Public Administration or equivalent appropriate recognizable qualification with a five( 5) years' experience in the facility management unit at least three (3 ) years should be on a Supervisory level within public health setting. A valid driver's license. Knowledge: Knowledge of Public Financial Management Act (PFMA), Occupational Health and Safety Act (OHS), Environmental Health Act (EHA), provisioning admin procedures, manual and SAP system and other related Legislation. Knowledge of government policies which includes Batho-Pele Principles and the mission and vision of the Department of Health. A sound knowledge of Supply Chain Management processes and any other prescripts. Skills: People and change management skills, communication skills (verbal and written) and other customer relations skills. Conceptual, analytical and creative thinking,

evidence based reporting writing skills. Computer literacy and administration skills. Exceptional analytical and interpretation skills. Conflict management and leadership skills. Must be innovative and self-driven. The ability to work under pressure including at night and meet deadlines. Excellent planning, organizational and problem-solving skills. A high level of ethical conduct and integrity. Good presentation skills. Project Management skills as well as inter-sectoral collaboration and engagement with the internal and external clients.

**DUTIES** : Provide day-to-day maintenance by ensuring that all fixtures are in safe working condition inside and outside the hospital buildings. Adherence to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Compile, implement and report the day-to-day Minor Projects Implementation Plan. Conduct periodic inspections on the hospital building. Compile and report on Statutory and Major Projects Implementation Plan. Ensure the implementation of turnaround strategy of the maintenance of the Hospital. Scrutinize specifications in consultation with the inspectors of the department of Infrastructure and Development (DID) both local and central office. Develop maintenance strategy and implementation of policy guidelines, norms and standards according to regulatory framework. Perform preventative maintenance in the Hospital and ensure that checklists are completed. Liaison with DID regarding major maintenance within the hospital. Compile weekly and monthly reports and present to hospital executive management team. Assist with monitoring of all statutory projects and onsite contractors, liaison with all stakeholders. Allocate parking space to the staff members. Manage staff information (parking and accommodation). Perform routine inspections of immovable assets in the Hospital. Ensuring availability of diesel, oxygen, coal, visual gas and other supplies. Ordering of material, stock and equipment for the unit. Managing the FMU stock control and storeroom. Manage hospital security and support the security contracts to ensure safety of patients, staff and hospital property. Ensure effective management of security and assets of the hospital. Ensure the contracting and evaluations of staff according to PMDS Policy.

**ENQUIRIES** : Dr. E.H.L. Mpshe Tel No: (012) 318 6501  
**APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001, Hand Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE** : 10 February 2023

**POST 03/202** : **MIDDLE MANAGER: HUMAN RESOURCE- LABOUR RELATIONS REF NO: CHBAH 622 (X1 POST)**  
 Directorate: Human Resource Labour Relations

**SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 and National Diploma/ Degree in Labour Law /Labour Relations /HR with a minimum of ten (10) years' experience in Labour Relations of which, five (5) years of the experience must be at Supervisory level and driver's License. Competencies/skills required- Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over

some disputes, demonstrable record of handling discipline, handling and knowledge of referral route of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking and research skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes, Must have excellent presentation skills, experience in dealing with the public, sound organizational and planning skills, Knowledge and application of project management principles is essential. Medical testing/assessment-Applicant should be prepared to undergo medical surveillance.

**DUTIES**

: Manage and monitor the functions of labour relations officers. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice and industrial action matters. Promote sound labour peace within the hospital. Produce monthly accounting/mandatory reports and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff in the hospital on labour related matters as approved and delegated by the head of the sub-directorate. Attend to audit and National Core Standard queries including the implementation of the recommendations thereof. Advise management, employees and the department on labour relations practices, procedures, guidelines and policies, etc. Support the Deputy Director in achieving the strategic objectives of the Department of Health on labour relations management in the Hospital and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Be willing to undergo continuous training and development. Attend and run meetings. Management of personnel performance and review thereof in the sub-division.

**ENQUIRIES**

: Mr J Nzimande Tel No: (011) 933-8885

**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. No faxed applications will be considered.

**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](http://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, service certificate 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 03/203** : **STATION MANAGER GRADE 3 – 6**  
Directorate: Directorate: Emergency Medical Services
- SALARY** : Grade 3: R332 496 – R376 632 per annum, (plus benefits)  
Grade 4: R403 920 – R461 847 per annum, (plus benefits)  
Grade 5: R475 794 – R512 571 per annum, (plus benefits)  
Grade 6: R528 072 – R594 864 per annum, (plus benefits)
- CENTRE** : City of Johannesburg Ref No: EMS/SM/COJ/22 (X5 Posts)  
City of Ekurhuleni Ref No: EMS/SM/COE/ (X2 Posts)  
Westrand Ref No: EMS/SM/WR (X4 Posts)  
ECC: Ref No: EMS/SM/ECC (X2 Posts)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification, AEA/ECT/CCA/NDIP with 3-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, three years as appointed Shift Leader in Emergency Medical Services, Code 10 driver's license with PrDP, current and valid registration with HPCSA. Candidates must have extensive knowledge of EMS regulations. Current compliance with HPCSA on individual CPD-CEUs Activity record. Computer Literate (MS Office). Candidates will be accessed with a formal written test, interview and a presentation.
- DUTIES** : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and rotation of all vehicles. Investigate service complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS and HPCSA procedures. Attend to emergency incidents, co-ordinate and treat patients and other emergencies within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal. Be responsible for EMS Ensure all complaints are fully investigated and remedial plans are implemented and monitored. Ensure crews adhere to turnaround times. Ensure that personnel in the district maintain a high standard of customer etiquette and communication medium with customers or clients. Manage the tracking solution, by ensuring all vehicles are functional and warnings are attended and mitigate against in future. Investigate and report all calls delays and calls unserved calls. Investigating service complaints received from internal and external stakeholders and reports on these complaints to the EMS head office. Be responsible for continuous quality improvement and implement strategies in line with the policy on quality for EMS. Undertake any other duties as allocated by management and ensure the station is compliant to EMS Regulation.
- ENQUIRIES** : Mr. C Errakiah Tel No: (011) 564 2053
- APPLICATIONS** : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685
- CLOSING DATE** : 10 February 2023

<b><u>POST 03/204</u></b>	:	<b><u>DIAGNOSTIC RADIOGRAPHY GRADE 1-3 REF NO: FERH/XRAY01-2023 (X2 POSTS)</u></b> Directorate: Radiology
<b><u>SALARY</u></b>	:	R332 427 - R378 318 per annum R389 754 - R445 665 per annum R459 126 - R557 184 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Far East Rand Hospital Appropriate qualification that allows for the required registration with Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography and Grade 12. Willingness to manage the general Diagnostic workflow, as well as CT workflow with knowledge and skills. Willingness to work weekends as required, participate in a 24 hour service delivery while being on call, night duties as per allocation and travel to outreach facility if necessary. Physically able to perform the duties required. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the official languages of the Gauteng Province. Experience in all general diagnostic imaging of patients, including but not necessary Mammography and/or CT. Knowledge of PACS (Picture Archiving and Communication System), RIS (Radiology Information System), HIS (Hospital Information System) as well as conventional radiography. Computer and administration skills.
<b><u>DUTIES</u></b>	:	Assessing patients and their clinical requirements to determine appropriate radiographic techniques. Performing a range of radiographic examinations on patients to produce high-quality images. Observing and maintaining contact with patients during their waiting, examination and post-examination stay in the department. Assisting in more complex radiological examinations working with radiologists and doctors, orthopaedic staff and surgeons. Providing support and reassurance to patients, taking into account their physical and psychological needs. Recording imaging identification and patient documentation quickly and accurately and observing protocols to ensure compliance with the Data Protection Act and patient confidentiality. Supervising community service, students and other staff, and delivering appropriate education and training. Understanding and observing health and safety at work and welfare issues, including ionising radiation regulations, to protect yourself and others. Ensuring that equipment is regularly checked for malfunctions and any faults are reported.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr KL Manqele Tel No: 011 812 8372 Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<b><u>NOTE</u></b>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/205</u></b>	:	<b><u>OCCUPATIONAL THERAPIST – PRODUCTION LEVEL – GRADE 1 REF NO: HRM 20/22 (X1 POST)</u></b> Directorate: Allied
<b><u>SALARY</u></b>	:	R332 427 - R378 318 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Sterkfontein Hospital

- REQUIREMENTS** : Degree in Occupational Therapy. Registered with HPCSA as an Occupational Therapist (Independent practice). Experience in Psychiatry will be an advantage. Must be computer literate.
- DUTIES** : Render an Occupational Therapy service in allocated areas of work that complies with the standards and norms as indicated by Health Policies. Assessment and treatment of patients in allocated work. Involvement in the assessment of trial awaiting detainees. Be responsible for therapeutic and/ or income generating projects in area of work. Effective report writing skills needed. Working well within the MDT set up. Active participation in Quality Assurance and PMDS process. Supervision of OTTs. Supervision of students. Participate in CPD activities.
- ENQUIRIES APPLICATIONS** : Ms. L.R. Hendricks Tel No: (011) 951-8364  
: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 [www.dpsa.gov.za](http://www.dpsa.gov.za)), accompanied by a detailed CV. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 10 February 2023 Time: 12H00
- POST 03/206** : **OCCUPATIONAL THERAPIST REF NO: TRH 04/2023 (X2 POSTS)**  
Directorate: Allied
- 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** : Tshwane Rehabilitation Hospital  
: Bachelor's in occupational therapy. Registration with HPCSA as an Occupational Therapist as an independent practitioner and annual proof of payment. Experience rehabilitation of persons with disabilities, vocational rehabilitation and basic wheelchair seating skills will be an added advantage. Good communication skills and computer literacy. Working experience:  
**Grade1:** Have completed community service. **Grade 2:** A minimum of 10 years appropriate experience in Occupational Therapy after registration with HPCSA. **Grade 3:** A minimum of 20 years appropriate experience in Occupational Therapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.
- DUTIES** : Render patient centered Occupational Therapy service that complies with standards and norms as indicated by health policies and protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. Community service therapist and or Occupational Therapy Assistants/Technician). To participate in student training, supervision and performance evaluation. Implement, maintain quality assurance and ideal Hospital standards and norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in research projects for the institution. To perform delegated duties by the supervisor and participate in health awareness campaigns.
- ENQUIRIES APPLICATIONS** : Ms M Mogale Tel No: 012 354 - 6819  
: Applications must be hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria 0001. No faxed or emailed applications will be considered.

- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 24 February 2023
- POST 03/207** : **OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: REFS/015992 (X1 POST)**  
Directorate: Occupational Therapy
- SALARY** : R332 427 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Degree in Occupational Therapy. Completion of community service year in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist independent practitioner status. Work experience or further training & education will be an advantage. Knowledge, Skills, And Competence: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making, and problem-solving skills.
- DUTIES** : Assess and treat all adult or paediatric patients with physical or psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.
- ENQUIRIES** : Ms L Soulsby Tel No: (011) 933 8187  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- 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](http://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, service certificate 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 03/208** : **SHIFT LEADER GRADE 3 TO 6 (X50 POSTS)**  
 Directorate: Emergency Medical Services  
 Re-advertisement (applicants who applied previously are advised to re- apply
- SALARY** : Grade 3: R278 085 - R313 278 per annum, (plus benefits)  
 Grade 4: R332 496 - R376 632 per annum, (plus benefits)  
 Grade 5: R403 920 - R461 847 per annum, (plus benefits)  
 Grade 6: R497 535 - R568 875 per annum, (plus benefits)
- CENTRE** : City of Johannesburg Ref No: EMS/SHIFTCOJ/2022 (X30 Posts)  
 City of Ekurhuleni Ref No: EMS/SHIFTEKU/2022 (X16 Posts)  
 City of Tshwane Ref No: EMS/SHIFTTSHW/2022 (X2 Posts)  
 Westrand Ref No: EMS/SHIFTWEST/2022 (X2 Posts)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PRDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience. Current compliance with HPCSA individual CPD-CEUs Activity record. Candidates will be accessed with a formal written test, interview and a presentation.
- DUTIES** : Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring complacence and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty, emergencies and disaster scenes and provide advice and leadership and treat patients. Manage complaints from external and internal sources. Compile reports conduct investigations when required to do so. Ensure compliance with service protocol and procedures and undertake any other duties as allocated by management.
- ENQUIRES APPLICATIONS** : Ms. M Ramada Tel No: (011) 564 2008  
 Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and a detailed curriculum vitae. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 February 2023

**POST 03/209** : **SOCIAL WORKER GRADE 1 REF NO: SBAH 007/2023 (X1 POST)**  
 Directorate: Social Work

**SALARY** : R269 301 per annum, plus benefit  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : BA (Social Work). Grade 12 certificate. Experience in Hospital setting or mental health will be an added advantage. Registration with SACSSP. Valid driver's license. Computer literacy.

**DUTIES** : Render health social work services with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Perform administrative functions including compiling daily, weekly and monthly statistics. Experience in working with children and Mental Health services will be an added advantage. Keep abreast with new developments in the social work field and will be responsible for self-development. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Study the social services legal and policy framework continuously.

**ENQUIRIES** : Ms. H.L Sono Tel No: 012 354 1781/1522  
**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](http://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** : 10 February 2023

**POST 03/210** : **ADMINISTRATION OFFICER (ASSET CONTROLLER) REF NO: EMS/ASSETL7/2022**  
 Directorate: Directorate: Emergency Medical Services

**SALARY** : R269 241 per annum (Level 07)  
**CENTRE** : Midrand Head Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification. 3 – 5 years' experience in the Asset management sphere. Undergraduate Degree/ National Diploma in Asset Management field will be an added advantage. Computer skills, Excel, Word, knowledge of BAS, SAP, Knowledge of PFMA, Treasury Regulations. Knowledge of procurement processes. Knowledge of SCM Policies PFMA, PPPFA, and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Labour Relations Processes. Conflict Management Skills. Ability to work under pressure. Excellent interpersonal and organisational skills. Good written and verbal communication skills. Ability to liaise with internal and external stake holders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self -motivated. Ability to handle tasks of multi-disciplinary nature. Valid driver's licence.

**DUTIES** : Overall management of assets in the institution. Ensure that all assets of the institution are barcoded and captured correctly. Ensure that reconciliation is done on monthly bases. Control the movement of assets. Ensure that Asset register is always updated. Compile and submit monthly reports. Ensure that asset verification is conducted. Ensure that all assets are barcoded. Ensure that proper controls of assets with regards to transfer and donations of the institution. Provide supervision to subordinates. Sign performance contract on annual bases. Perform other duties assign by the supervisor. Be willing to undergo continues training and development programmes. Attending meetings and training as approved by supervisor. Comply with the performance and development system and contracting, reviews and final assessment of the subordinates.

**ENQUIRIES** : Ms N.A Nkuna Tel No: 011 564 2003  
**APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.

- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 February 2023
- POST 03/211** : **HUMAN RESOURCE OFFICER: LABOUR RELATIONS REF NO: CHBAH 623 (X1 POST)**  
Directorate: Human Resource Labour Relations
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 and the Certificate in Labour Law /Labour Relations /HR at NQF5 with a minimum of three (3) years' experience in Labour Relations and driver's License. Competencies/skills required- Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over some disputes, demonstratable record of handling discipline, handling of grievances and have knowledge of referral route system of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes. Medical testing/assessment-Applicant should be prepared to undergo medical surveillance.
- DUTIES** : conduct discipline (including investigating misconduct allegations, drafting of misconduct charges, writing of investigation reports, identify and prepare potential witnesses, presenting the case during discipline and presiding over disciplinary cases), handle grievances (including investigating grievances, chairing of grievances and refer unresolved grievances), Write accounting reports including reports on discipline, grievances, disputes, and multilateral meetings, represent the employer in dispute structures, analyze trends and advise the employer including serious adverse events cases, forensic, hotline/whistleblowing, where required manage the information in line with the provisions of Protected Disclosure Act, identify and conduct Labour Relations training (including code of conduct, employment practices in public service, sexual harassment, discipline and grievances), support and/ or advise management, supervisors, employees and admitted trade union's representatives on all matters relevant in employment relations, participate/facilitate bilateral, multilateral and committees (including statutory established committees) and write minutes and reports relevant to these structures and supervise level 5 employees within Labour Relations unit where applicable.
- ENQUIRIES** : Mr J Nzimande Tel No: (011) 933-8885
- 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. No faxed applications will be considered.
- 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](http://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, service certificate 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, service certificate 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 03/212** : **SUPPORT SERVICES SUPERVISOR REF NO: SBAH 008/2023 (X2 POSTS)**  
Directorate: Patient Administration and Logistics
- SALARY** : R269 214 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. NQF level 6 is an added advantage. The candidate must have more than 5 years' experience in a supervisory role in the health sector. Must have experience working with elementary staff categories. Must have interpersonal skills, have excellent time management skill. Must have problems solving skills to manage and interact with other hospital staff. Understanding the operations of the Directorate of Patient Administration and Logistics. Previous experience as a shift supervisor or similar role. Full understanding of safety standards, comprehensive knowledge of basic software. Ability to multi-task. Leadership and conflict management skills. Excellent communication skills.
- DUTIES** : Oversee the night duty business operations of the Directorate of Patient Administration and Logistics. Ensure that quality standards are being met and proper procedures are followed. Give guidance to employees in handling errors and problems. Monitor employee performance to ensure that they complete their tasks and are motivated to work effectively. Coordinate work schedules and night duty assignments. Interpret and explain work procedures and policies to night duty staff. Prepare and manage reports and correspondence. Work with other supervisors to coordinate workplace activities. Work closely with the Patient Care Office, the Department of Infrastructure Development, and the SAPS to address workplace challenges that arises from time to time. Sign off the night duty attendance registers. Take the responsibilities for the coordination of cleaning services, ensuring they meet the operational requirements. Conduct regular walkabouts to address workplace challenges.
- ENQUIRIES** : Mr. PM 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](http://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** : 10 February 2023

**POST 03/213** : **MATERIAL RECORDING OFFICER REF NO: CHBAH 608 (X1 POST)**  
Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07), plus benefits  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Grade 12 certificate. 3 - 5 years' experience in Acquisition, Demand Management, Warehouse administration and Assets administration processes. Computer competency skills (MS Word, MS Excel, MS PowerPoint, and Microsoft outlook). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations Experience and qualifications in Supply Chain Management will be an added advantage. 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** : Monitoring and supervision of Demand Management team. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Conduct product specification analysis. Serve as a member of Bid specification committee. Manage the Demand management process effectively, including but not limited to-needs assessment, categorization of commodities, market assessment and industry analysis. Identifying methods of procurement, identifying Preferential Procurement Policy objectives. Analyse Specifications/Terms of Reference. Ensure that requirements are linked to the strategic objectives and budget. Attend to end -users' queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Assistant Manager. Ensure compliance with policies and procedures that regulate Supply Chain Management. 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 0535  
: 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. No faxed applications will be considered.

**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](http://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 03/214**

: **ORTHOPAEDIC FOOTWEAR TECHNICIAN GRADE 1 REF NO: CHBAH 610 (X1 POST)**

Directorate: Orthopaedic Workshop

**SALARY**

: R220 137 per annum

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Grade 12 Certificate. HPCSA registration as an Orthopaedic Footwear Technician (OFT). Skills/Competence/Knowledge: Be able to identify untreated clubfoot. Able to assess and screen surgical boot needs. Know how to measure for a surgical boot, build-up and cast modification. Have knowledge of insole fabrication, hand lasting and sole build-up. Know general shoe adjustment. Good communication skills.

**DUTIES**

: Assess, measure and Manufacture Surgical boots/ shoes. Do general shoe adjustment and repairs, Manufacture all insoles. Keep area of working clean. Maintain and clean Machinery. Keep records of patient attended.

**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](http://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 03/215** : **HUMAN RESOURCE CLERK REF NO: SBAH 009/2023 (X3 POSTS)**  
Directorate: Human Resource Management

**SALARY** : R181 599 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12). National Diploma in Human Resource Management or equivalent qualification will be an added advantage. Knowledge of Public Service Act and Regulations. Basic Conditions of Employment Act, Skills Development Act, Labour Relations Act, PMDS and PSCBC regulations. Computer literacy (Ms. Office Suite). Good interpersonal and communication skills. Ability to work under pressure, a team player and strong orientation towards rendering a friendly client service. Knowledge of the PERSAL system/ PERSAL certificates will be an added advantage.

**DUTIES** : Recruitment and selection, implement and administer Human Resource Administration practices, conditions of services including (leave, housing allowances, medical aid, service termination, long services recognition, transfers, pension and other allowances. Capturing of overtime, night shift, standby ect. Knowledge of grievance and disciplinary procedures. Basic knowledge of skills development and coordination of training matters. Basic knowledge of Policy and Procedure on Incapacity Leave and Ill-Health retirement (PILIR). Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the institution. Maintain confidentiality. Render effective filing and record management services to the institution. Handle postage (incoming and outgoing). Relieve other sections within HR. Process documents to e-Government daily. Provide accurate information/ advice to all stakeholders. Address Human Resource administration enquiries and perform any other duty delegated by supervisors.

**ENQUIRIES** : Ms. MR Mamadi / Ms. KH Mokwana Tel No: 012 354 2237/2235  
**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](http://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** : 10 February 2023

**POST 03/216** : **CLIENT INFORMATION CLERK REF NO: REFS/015995**  
Directorate: Client Information Management

**SALARY** : R181 599 per annum (Level 05), (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 with at least one (1) to two years' switchboard or Call Centre Experience. Switch board or Call Center Certificate. Office Management Certificate will be an added advantage. Computer Literacy certificate (Ms. Word, Excel, PowerPoint and access). Skills: Telephone Etiquette, Good Interpersonal Relation Report writing, Good Communication skills, Ability to handle confidential information, Knowledge of Batho Pele principles. Willing to work shifts, weekends and Public holidays.

**DUTIES** : Handling of incoming and outgoing calls. Transferring calls to appropriate extensions or persons. Handle switchboard apparatus appropriately by using equipment according to specifications and monitor outgoing calls. Update and distribute internal telephone directory. Assist with costing of private telephones. Taking messages and answer general queries. Reporting faulty line to supervisor. Work shifts, weekends and public holidays according to duty roster. Adherence to Batho Pele principles.

**ENQUIRIES** : Mr. T. Raditshemega Tel No: (012) 318 7069  
**APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand

- Delivery at Kalafong Security Gate and sign in register book or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 10 February 2023
- POST 03/217** : **FINANCE REF NO: SBAH 0010/2023 CLERK (X1 POST)**  
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum, plus benefits  
: Steve Biko Academic Hospital  
: Grade 12 with 1-2 years' experience in Finance. National Diploma in Finance or equivalent will be added as an advantage. Knowledge and experience in BAS, SAP, through knowledge and experience of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Expenditure and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Knowledge of Petty Cash will be an added advantage. Must have planning and organizational skills. Good written and verbal communication skills are needed.
- DUTIES** : The successful candidate will be expected to perform all office related tasks. Compile Reconciliations, (BAS/SAP, BAS/PERSAL, BAS/MEDSAS). Receive and record invoices on the batch book, receive and process all allocations of Sundry Accounts, process invoices on Work Cycles, Reconciliations of Suppliers Statements, attend to queries from Suppliers. Capture journals on E-Journal system. Issue and replenish Petty Cash. General office duties.
- ENQUIRIES APPLICATIONS** : Ms. E Rammuda Tel No: 012 354 1790  
: 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](http://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** : 10 February 2023
- POST 03/218** : **AUTOMATED AND REVOLVING DOOR TECHNICIAN REF NO: SBAH 0011/2023 (X1 POST)**  
Directorate: Patient Administration and Logistics
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum plus benefits  
: Steve Biko Academic Hospital  
: Grade 12. Proven and varied installation experience. Be in a possession of an Access control fundamentals training certificate/ relevant certificate. Be in a possession of a basic electronics training. Be in a possession of a driver's license (code C1). Sound knowledge of GEZE, Dorma at theaters and hospital entrances. Sound knowledge of a hospital background. Capacity to use

- discretion when examining installation instructions. Excellent verbal communication skills. Ability to seek clarification when presented with ambiguous requests. Available to attend to late call-outs on occasion.
- DUTIES** : Perusing installation guidelines. Considering and consulting on the suitability of proposed installation areas. Positioning appliances according to stipulated specifications, environmental features, and clients requested. Refitting dislodged implements to restore their placements. Testing devices to review functionality. Furnishing clients with maintenance-related advice. Tidying installation sites promptly. Heeding prevailing building and safety stipulations.
- ENQUIRIES** : Mr. PM Motsweni Tel No: 012 354 1790
- 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](http://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** : 10 February 2023
- POST 03/219** : **HUMAN RESOURCE CLERK REF NO: EMS/HRC/05/2021 (X8 POSTS)**  
Re-advertisement (applicants who applied previously are advised to re-Apply)
- SALARY** : R181 599 per annum (Level 05), (plus benefits)
- CENTRE** : Emergency Medical Services: Head Office Midrand
- REQUIREMENTS** : Grade 12/ equivalent qualification and relevant experience in Human Resource Management. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer Literate, knowledge of PERSAL system is essential. Good interpersonal and communication skills (verbal and written). A valid driver`s licence.
- DUTIES** : The successful candidates will be responsible for providing Human Resource Management Administrative support i.e., Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Recruitment and Selection. Drafting of PERSAL mandates, attending meetings, assisting with minute keeping. Attend to queries from internal/ external clients and to any other HR related matters as delegated by Supervisor.
- ENQUIRIES** : Mr. CV Mokobodi Tel No: (011) 564 2251
- APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 February 2023
- POST 03/220** : **FLEET ADMINISTRATION CLERK REF NO: EMS/FLT/05/2022 (X4 POSTS)**  
Re-advertisement (applicants who applied previously are advised to re-Apply)
- SALARY** : R181 599 per annum (Level 5), (plus benefits)
- CENTRE** : Gauteng EMS: Midrand ECC (24 hrs Fleet Desk)
- REQUIREMENTS** : The incumbent must have Grade 12, completed a diploma /certificate in fleet management with relevant experience in fleet management. A valid driver`s license. Knowledge of the principles and practices of fleet

- management. Must have done a course in computer Literate in, Good interpersonal and communication skills (verbal and written)
- DUTIES** : Maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in compiling and maintaining the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timeously and regularly. Staff will work shifts and will be managing accident, trip authorizations, reconcile reports etc. Co-ordinate monthly transport expenditure and compile monthly reports. Perform any other duties as delegated by the supervisor the successful candidate will be responsible for providing Management of administrative support duties i.e. writing of representation on traffic infringements, vehicles Licensing renewal, bookings of vehicle repairs E-tolls, issuing of vehicle the ability to work under pressure and meet deadlines. Compilation of Monthly reports as required, and any other duties assigned.
- ENQUIRIES** : Ms. TF Chepape Tel No: (011) 564 2015
- APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 February 2023
- POST 03/221** : **DATA CAPTURE CLERK (X6 POSTS)**  
Re-advertisement (applicants who applied previously are advised to re-apply)
- SALARY** : R181 599 per annum (Level 05), (plus benefits)
- CENTRE** : Head Office Ref No: EMS/DATA/HO/2022 (X2 Posts)  
City of Johannesburg Ref No: EMS/DATA/COJ/2022 (X1 Post)  
City of Ekurhuleni Ref No: EMS/DATA/COE/2022/ (X1 Post)  
City of Tshwane Ref No: EMS/DATA/COT/2022 (X1 Post)  
Westrand Ref No: EMS/DATA/WEST/2022 (X1 Post)
- REQUIREMENTS** : National Senior Certificate Matric /Grade 12 equivalent qualification with 1-2 years relevant experience in Health Data management and following prescripts: DMHIS Policy, Computer literacy. Knowledge on DHIS and a valid driver's licence.
- DUTIES** : Maintenance of all EMS stations, Check and verify patient report forms (PRF) and the Daily input forms sheet before capturing, Report problems found in the Daily input sheet to the Shift Supervisors/ station manager, Capture verified data for Station in web DHIS if a Daily Data Capturing (DDC) site indicate capturing date and sign, Check for outliers, add comment. Mark record for follow up if applicable, Check for missing data, add comment and mark record for follow up and perform ad hoc duties as assigned by supervisor or District managers.
- ENQUIRIES** : Mr. RK Sekgobela Tel No: 011 564 2009
- APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not

been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.  
10 February 2023

**CLOSING DATE**

**POST 03/222**

**CLIENT INFORMATION CLERK REF NO: 624 (X1 POST)**  
Directorate: Health Information Management (HIM) Department

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

R181 599 per annum, (plus benefits)  
Chris Hani Baragwanath Academic Hospital  
Grade 12. Proficient in the use of computer i.e. MS Office package (MS Word, Excel and Power Point). Knowledge, skills, and competence Ability to work under pressure and be prepared to rotate within Health Information Management (HIM) department. Knowledge of Regulations and legislative framework related to health information management and ability to interpret them, Ability to handle tasks of multidisciplinary nature. Ability to liaise with (internal and external stakeholders. ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Sound verbal and written communications skills. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Application should be prepared to go for Medical Surveillance as an inherent Job requirement.

**DUTIES**

Capture data on the DHIS database and update Institutional Health Information Management (HIM) Conduct rapid data quality assessment on primary source before capturing. Follow up any discrepancies with relevant service point/health care provider. Compile and submit routine reports. Complete and sign a weekly summary form for use in monthly report. Assist in timely preparation and submission of required report based on the Work Plan of the HIM unit. Source data from both electronic and (HIS) and Manual system. Ensure that data is receive regularly and follow up on non-submission. Safe keeping of records. Maintain electronical and manual records of all data used for reporting. Ensure that the primary source of data are available and ready for audit. Conduct Rapid data quality on registers and ensure data quality improvement plans are developed and implemented to address poor data quality. Escalate poor quality data challenges to the supervisors. Perform any other delegate tasks. Comply with Performance Management and Development System (Contracting, quarterly reviews and final assessment.

**ENQUIRIES**  
**APPLICATIONS**

Ms. B.B. Mgaga and Ms. N. Mboniswa Tel No: 011 933 9043  
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. No faxed applications will be considered.

**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](http://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, service certificate 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, service certificate 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 03/223** : **SECRETARY REF NO: JUB41/2022**  
Directorate: Office of the Clinical Manager
- SALARY** : R181 599 - R213 912 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Must have Grade 12 and be computer literate (MS Word, Outlook, Power Point, Excel etc). Previous Secretarial experience will be an added advantage. Good communication (verbal and written), inter-personal, organisational, planning, problem solving and time management skills. Be presentable, self-driven with ability to work independently and under pressure. Must be able to handle variety of tasks and meet deadlines. Good telephone etiquette and customer orientation. Typing skills and ability to act with tact and discretion. Must be proficient in English (read, write and speak). Prepared to go an extra mile. Knowledge and application of Batho Pele principles and public service code of conduct. Be willing to undergo continuous training and development programmes.
- DUTIES** : Render effective & efficient secretarial services to the Clinical Manager Screen/transfer calls and handle telephonic enquiries as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Typing of correspondence, submissions, memos, letters, compile agendas and take minutes during meetings. Deal with classified files and documents. Keep and update the Manager's dairy and arrange appointments for staff members and external stakeholders. Plan and organize the logistics of the meetings. Ensure office is equipped with necessary equipment and stationery. Develop and implement an efficient filing system. Overall management of the office administration function. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Make travel arrangements, complete S&T and transport claims. Management of the medical unit notice board.
- ENQUIRIES** : Dr OB Modise Tel No: (012) 717 9302  
**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](http://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



## PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 13 February 2023 at 12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), comprehensive CV, only shortlisted candidates will submit certified documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). 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](http://www.thensg.gov.za) GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications. If you do not hear from us for the period of three months, consider your application to be unsuccessful.

## MANAGEMENT ECHELON

- POST 03/224** : **DIRECTOR: STRATEGIC SOURCING REF NO: GPT/2023/01/16**  
Directorate: Provincial Supply Chain Management  
Re-advertisement. Candidates who applied previously are encouraged to reapply
- SALARY** : R1 105 383 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Supply Chain Management or BCOM or Public Administration. A relevant postgraduate qualification will be an advantage. 5 years of experience at

- Middle/Senior management level. 5 years or more years' experience in the Supply Chain Management strategic sourcing field.
- DUTIES** : To provide strategic procurement related services to client departments and entities. Assist in the development of sourcing strategies that will assist GPG to strategically procure commodities. Manage and oversee the implementation of strategic sourcing in departments and monitor cost reduction. Identify targeted spend areas; create sourcing teams that will analyze commodities leverage such commodities in order to achieve government socio-economic strategies and objectives. Analysis of spending patterns to assist optimize budget and planning process and enable sourcing practitioners to make better informed decisions. Manage and report on Service Level Agreements with client departments and entities.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

#### OTHER POST

- POST 03/225** : **ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES REF NO: GPT/2023/01/17**  
Directorate: Municipal Financial Governance

- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: Johannesburg  
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA Degree in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3-5 years' experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting.

- DUTIES** : Monitoring of Financial assets (e.g. investments) and liabilities (borrowing) by municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act (MFMA) and the MFMA Regulations. Monitoring of cash management practices by municipalities and municipal entities and ensure compliance with the MFMA and the MFMA Regulations. Conduct financial assessments and write reports. Roll out support to municipalities where required. Effective participation in intergovernmental structures.

- ENQUIRIES** : Ms. Khensani Chauke Tel No: (011) 227-9000

#### DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : Applications must be forwarded to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>. The Z83 is also compulsory for online applications.

- CLOSING DATE** : 10 February 2023
- 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](http://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. 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.

## MANAGEMENT ECHELON

- POST 03/226** : **DIRECTOR: MAINTENANCE TECHNICAL AUXILIARY SERVICES, OFFICE SUPPORT AND COORDINATION REF NO: REFS/015551 (X1 POST)**  
Branch: Roads Infrastructure
- SALARY** : R1 105 383.per annum, (all-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE REQUIREMENTS** : Johannesburg  
An appropriate degree or national diploma in civil engineering (NQF Level 7). Registration with ECSA or equivalent will give advantage. Valid driver's license. The successful candidate should have at least 6 to 10 years management experience within the public transport environment, knowledge of roads maintenance services will be an added advantage. Extensive experience and knowledge of project management, financial management, human resource management and roads infrastructure maintenance will be required. A working knowledge and understanding of the Government regulatory frameworks and policies governing public transport and roads. Valid driver's license. NYUKELA Pre-entry certificate.
- DUTIES** : The duties of the Director are to manage maintenance technical auxiliary services, manage office support and coordination services. Manage the resources of the component and perform generic management functions. Manage Financial and Human resources, provide strategic leadership to the component; Plan, organize and control activities pertaining to the functions of the component; adhere to and promote Legislative, departmental prescripts and the Code of Conduct for the Public Service. Ensure compliance to all regulatory and legislative framework.
- ENQUIRIES** : Mr. M.O. Mokobane Tel No: (011) 355-7530

## OTHER POSTS

- POST 03/227** : **DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION (REFS/015638) (X1 POST)**  
Branch: Corporate Services
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Johannesburg  
A relevant Bachelor's degree/National Diploma in Human Resources Management or equivalent NQF 6/7 qualification with 5 years' relevant junior management experience. Proven competency and experience of 5 years operational Human Resources Management experience and related fields will be an added advantage. Knowledge and understanding of PERSAL, CORE, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures. Good communication (verbal and written) skills, analytical thinking, report writing and problem-solving skills. A valid drivers' license.
- DUTIES** : To manage the Human Resources Administration sub-directorate. Provide operational leadership to the sub-directorate. Manage the sub-directorate resources including the budget in terms of the Public Finance Management Act and its regulations. To assist in the development and manage implementation of policy guidelines on general employment practices including recruitment, appointment deployment, promotion, transfer and termination services. To manage leave administration. Provide advice to line managers and employees on conditions of services including remuneration. Maintain and develop Service Level Agreements (SLAs). To compile, interpret statistics and relevant reports for management. Manage the submission of inputs on HR matters for annual reports and HR plan. Manage the conducting of internal and external audits.
- ENQUIRIES** : Ms. T. Odame-Takyi Tel No: (011) 355-7490

**POST 03/228** : **SPECIALIST: HIV, AIDS, STI & TB (HAST) REF NO: REFS/015638 (X1 POST)**  
Branch: Corporate Services  
(1 year contract)

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive remuneration package)  
: Johannesburg  
: A relevant Bachelor's degree in Social Sciences or equivalent NQF Level 7 qualification; Registration with relevant professional Council/RPL Certificate in relation to the post. 3-5 year's middle management experience in Employee Health and Wellness/EAP. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint), A valid driver's License.

**DUTIES** : To manage and promote HAST program. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing, promote adherence to counselling and regular HIV testing, including those with active TB disease. To promote conducting of research, monitoring and evaluation. Develop and implement data management system for NSP indicators developed to generate quarterly and annual reports. To promote human right and access to justice. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and Related ailments. Manage compilation of management reports as required. To manage COVID-19 management interventions. Present monthly, quarterly, and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.

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

**POST 03/229** : **SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY (OHS) REF NO: REFS/015786 (X1 POST)**  
Branch: Corporate Services  
(1 year contract)

**SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive remuneration package)  
: Johannesburg  
: A relevant National Diploma/Bachelor's degree in Environmental Health/Safety Management or equivalent in Occupational Health and Safety NQF Level 6/7 qualification; Registration with relevant professional Council/RPL Certificate in relation to the post will be added advantage. 3-5 year's middle management experience in Employee Health and Wellness/EAP/OHS. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint), A valid driver's License.

**DUTIES** : To manage and promote Occupational Health and safety. Manage and promote a sustained risk-free total environment. Promote compliance with the requirements of the Disaster Management Act and relevant Legislation/Municipal by-laws. Facilitate establishment and effective running of all OHS Act statutory structures. Conduct OHS audits and monitor implementation of audit recommendations. Conduct OHS inductions, incident

investigations, and hazard identification risk assessment. Develop and maintain the Departmental disaster/emergency management plan. Coordinate evacuation drills. Develop and implement OHS training programme for employees. To manage COVID-19 management interventions. Present monthly, quarterly, and annual reports for the purpose of appropriate reporting by management as required. Develop and implement mentorship programme for SHE reps, first aiders and EHW coordinators. Develop and implement OHS policies. Manage the resources of the OHS programmes. Supervise and manage staff.

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

**POST 03/230** : **LEGAL ADMINISTRATION OFFICER – MR5 REF NO: REFS/015689 (X3 POSTS)**  
Branch: Corporate Services

**SALARY** : R390 360 – R953 979 per annum, (Salary will be in accordance with OSD determination).

**CENTRE** : Johannesburg

**REQUIREMENTS** : B proc or LLB and admitted as an Attorney. At least 5 years relevant experience gained after obtaining the qualification, plus the following key components: Knowledge of Administrative and Constitutional Law; Legislation and Regulations relevant to the Public Service; Legal drafting and interpretation; Knowledge of court procedures; Experience in the management of litigation. Possess the following skills: Research; Good communication skills (written and verbal); Ability to work under pressure; Ability to solve problems; A valid driver's licence and willingness to travel; Good office administration skills, planning and organizing; Computer literacy.

**DUTIES** : Legal drafting and interpretation. To draft, review and amend contracts and any other legal documents. To provide legal advice and opinions. To comment on legislation, policies and any other legal documents. Knowledge of Court procedure. Administer the process of appeals. Experience in the management of litigation. Coordinate and monitor the implementation of Access to Information Act and PAJA.

**ENQUIRIES** : Mrs. C. Matyila Tel No: 011 355 7212

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**ERRATUM:** Kindly note that the post of Assistant Director: HR Planner was advertised in Public Service Vacancy Circular 02 dated 20 January 2023, (Pietermaritzburg Centre) with Ref No: 9/2023; the post have been withdrawn and replaced with the following post

**OTHER POST**

- POST 03/231** : **ASSISTANT DIRECTOR: OD & JE REF NO: 17/2023 (HRMD)**  
Chief Director: Human Resource Management and Development  
Directorate: Organisational Design and Job Evaluation
- 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 Work Study/Management Services/Industrial Psychology coupled with 3 years' management experience in organizational development as well as a JE certificate by DPSA/Palama/NSG. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Public Service Act and Public Service Regulations, Knowledge of the Constitution, Working knowledge of the Public Sector and Batho-Pele principles, Knowledge of PFMA and Organisational Design, Knowledge of Job Evaluation Analysis, Interpretation and analytical skills, Innovative and creative thinking skills, Problem solving and time management skills, Interviewing and communication skills, Influencing and writing skills, Presentation and facilitation skills, Budgeting and financial management skills, Project management skills, Managerial skills (Planning, Organizing, Leading and Control), Business process re – engineering, Good communication skills (verbal & written), Computer literacy (MS Word, Excel), A valid Code EB drivers licence.
- DUTIES** : The successful candidate will be required to provide advice and make recommendations on organisational development and job evaluation services with the following key responsibilities: Provide the implementation of Operations Management Framework, Conduct job evaluation services, Facilitate the development of Job Descriptions, Provide inputs on development of policies and strategies on organisational development, aimed at improving service delivery, Provide staff supervision.
- ENQUIRIES** : Mr M Cele Tel No: 033 260 8063  
**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. (Applications received after this date will not be accepted).
- FOR ATTENTION** : Mr LA Zulu  
**NOTE** : The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.
- CLOSING DATE** : 10 February 2023

**DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 03/232** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 01/2023**  
Department: Orthopaedic
- SALARY** : R1 807 380 – R1 918 284 per annum. Other Benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital  
**REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Specialist in

Orthopaedic. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Orthopaedic. A minimum of 3 years appropriate experience as a Medical Specialist in Orthopaedic after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Driver's license. Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving and project management. Concern of excellence, Courtesy and interpersonal relation skills. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.

**DUTIES**

: Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Conduct regular ward rounds and attend to patients in orthopaedic specialist clinic. Manage/supervise allocated human resources. Provide after-hours coverage in orthopedics and ensure continuous clinical support to junior staff. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Perform other duties as assigned by the Supervisor. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of these guidelines and procedures. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.

**ENQUIRIES  
APPLICATIONS**

: Dr. J Moolman Tel No: 035 901 7000  
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION  
NOTE**

: Mr MP Zungu  
 : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the

post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 10 February 2023
- POST 03/233** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 02/2023**  
Department: Radiology
- SALARY** : R1 807 380 – R1 918 284 per annum. Other Benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. A minimum of 3 years appropriate experience as a Medical Specialist in Radiology after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Driver's license. Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
- DUTIES** : Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude Districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Render specialist services to out-patient and in-patient and provide expert opinion where required and participate in provisioning of a 24 hour service. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Strengthen clinical governance. Manage the performance of allocated human resources. Develop and coordinate the on-going delivery of under and post graduate teaching in specialized fields. Ensure that the environment complies with Health, Safety Act, staff adheres to the safety precautions, and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware of it. Compile medium and long term expenditure framework and implement fiscal measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Comply with National Core Standards.
- ENQUIRIES APPLICATIONS** : Ms. RS Moeketsi Tel No: 035 901 7260  
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu  
Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and



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

- CLOSING DATE** : 10 February 2023
- POST 03/234** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 03/2023**  
Department: Anaesthetic
- SALARY** : R1 807 380 – R1 918 284 per annum. Other Benefits: all-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthetic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthetic. A minimum of 3 years appropriate experience as a Medical Specialist in Anesthetic after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Driver's Licence. Knowledge, Skills, Attributes and Abilities: Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
- DUTIES** : Participate in the coordination of anesthetic unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen

clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render affective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

- ENQUIRIES** : Dr. S Sewpersad Tel No: 035 901 7000
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. A detailed Curriculum Vitae must accompany the application form (Z83). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 10 February 2023
- POST 03/235** : **MEDICAL SPECIALIST GRADE 1, 2 &3 REF NO: NGWE 04/2023**  
Department: Radiology
- SALARY** : Grade 1: R1 156 308 – R1 227 255 per annum, all-inclusive salary packages  
Grade 2: R1 322 100 – R1 403 235 per annum, all-inclusive salary packages  
Grade 3: R1 534 356 – R1 918 284 per annum, all-inclusive salary packages  
Other Benefits: (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of

South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 03:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. Driver's licence.

**DUTIES** : The candidate will, under the direction of the Head of Department: Conduct specialist ward rounds; Provide after hour coverage in Radiology Department and clinical support to junior staff; Provide advice to district / regional level hospitals; Manage / supervise allocated human resources; Ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Radiology Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

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

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

**CLOSING DATE** : 10 February 2023

<b><u>POST 03/236</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1, 2 &amp;3 REF NO: NGWE 05/2023</u></b> Department: Internal Medicine
<b><u>SALARY</u></b>	:	Grade 1: R1 156 308 – R1 227 255 per annum, all-inclusive salary packages Grade 2: R1 322 100 – R1 403 235 per annum, all-inclusive salary packages Grade 3: R1 534 356 – R1 918 284 per annum, all-inclusive salary packages Other Benefits: (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted overtime which is determined by service delivery needs of the department.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ngwelezana Tertiary Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. <b>Grade 1:</b> No experience required. <b>Grade 2:</b> A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. <b>Grade 3:</b> A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. Driver's licence.
<b><u>DUTIES</u></b>	:	Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Internal Medicine and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. MA Hlophe Tel No: 035 901 7000 Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr MP Zungu Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided

thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

**CLOSING DATE**

: 10 February 2023

**POST 03/237**

: **MEDICAL SPECIALIST: (GRADE 1, 2, 3) REF NO: GS 9/23**  
Dermatology  
Component: Dermatology

**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 Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Dermatologist (Only shortlisted candidates will be required to submit proof of all documents) The Employment Equity Target for this post is: African Male, African Female or Coloured Male Knowledge, Skills and Experience: Knowledge of appropriate specialist level procedures and protocols within the field of Dermatology. 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, Protocols and Guidelines used in Health Services.

**DUTIES**

: Participate in the delivery of in-patient and out-patient dermatology service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital inter-disciplinary coordination of the management of dermatology patients supervision of dermatology medical officers and registrars in the unit ensuring the highest standards of clinical, professional, and ethical behaviour undertake teaching of undergraduate medical students, postgraduate dermatology registrars and medical officers and allied health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act Promote education in cancer prevention. Develop management protocols for the dermatology service in accordance with the Hospital and Department policies Maintain the effective and efficient utilisation of human resources in respect of overseeing and supervising dermatology 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 dermatology staff; allocating dermatology personnel to respective wards and call roster Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide dermatology outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2 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 all academic and clinical meetings of the dermatology Department; Participate in 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 AV Chateau Tel No: 033- 897 3177
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, 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.
- CLOSING DATE** : 10 February 2023
- POST 03/238** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA) REF NO: NGWE 06/2023**  
Department: Critical Care, Trauma, Renal & Burns Unit
- SALARY** : R642 942 – R723 624 per annum. Other Benefits 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Critical Care or Trauma Nursing. Registration with the SANC as a Registered Nurse. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care or trauma unit after obtaining the 1 year post basic qualification in Critical Care or Trauma Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level. Knowledge, Skills, Attributes and Abilities Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. 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. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDs. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of Norms and Standards, Ideal hospital, Make Me Look Like a Hospital and other departmental initiatives including provincial priorities.
- ENQUIRIES** : Ms. RM Sithole Tel No: 035 901 7258

- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 10 February 2023
- POST 03/239** : **ASSISTANT MANAGER NURSING REF NO: INA AMN 01/2022 (X1 POST)**  
Component: Maternal & child Women's Health (MCWH)
- SALARY** : R642 942 - R723 624 per annum. Other benefits: 13th cheque Home owners allowance (employee must meet prescribed requirements, Medical Aid (optional) and 8% rural allowance
- CENTRE REQUIREMENTS** : Inanda C Community Health Centre  
: Degree/ Diploma in general nursing leading to registration with SANC as a Professional Nurse and Midwife. 1 year Diploma in Advance Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in Advance Midwifery, Neonatal and Nursing Science of which 3 years must be managerial experience. Institutional Degrees/Diplomas must also be submitted for all qualification submitted. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of multidisciplinary team at the unit level to ensure good nursing care by nursing team. Work efficiently and amicably at supervisory level with persons of diverse intellectual cultural racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impacts on service delivery.
- DUTIES** : Provide antenatal, labour, post-natal and women health services. Provide paediatric preventive, curative and school health services. Implement standard practices criteria and indicators for maternal & child care. Create and maintain a complete and accurate nursing record for individual health care users. Facilitate and conduct perinatal and motility meetings participate in health

promotion and illness prevention initiatives. Maintain a constructive working relationship with the multidisciplinary team. Maintain a plan to improve the quality of maternal and child care. Monitor Performance Management and Development System (EPMDS). Ensure the observation of inpatients on 24hour basis & that appropriate intervention processes are initiated timeously. Ensure implementation of National and Provincial guidelines. Ensure effective utilization of all resources in the department. Participate in implementation of norms and standards. Participate in the Sukuma sakhe project.

**ENQUIRIES** : Mrs. ET Penman (Assistant Manager Nursing) Tel No: 031-519 0455  
**APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.  
**CLOSING DATE** : 10 February 2023

**POST 03/240** : **ASSISTANT MANAGER NURSING REF NO: INA AMN 02/2022 (X1 POST)**  
 Component: GOPD and HAST

**SALARY** : R642 942 - R723 624 per annum. Other benefits: 13th cheque Home owners allowance (employee must meet prescribed requirements. Medical Aid (Optional) and 8%rural allowance.

**CENTRE** : Inanda C Community Health Centre  
**REQUIREMENTS** : Senior certificate/grade12 Degree/Diploma in general nursing leading to registration with SANC as a Professional Nurse and Midwife. Post basic qualification with duration of at least one year in Curative Skills in Primary Health Care accredited with SANC. A minimum of 10 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six years of the period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty of which 3 years must be managerial experience. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of multidisciplinary team at the unit level to ensure good nursing care by nursing team. Work efficiency and amicably at a supervisory level with persons of diverse intellectual cultural racial or religious difference. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice and how this impacts on service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate a basic understanding of HR and Financial policies and practices.

**DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing care in the Primary Health Care nurse component. Coordinate processes to ensure that Primary Health Care facilities within the Sub-District area provided with adequate support by multi-disciplinary teams attached to the PHC clinics. Devise methodology to improve TB cases finding to be above 3%. Ensure that TB, HIV& STI's collaboration takes place. Delegate and coordinate provision of effective patient care through adequate Nursing Care. Ensure implementation of all PHC programs as per National PHC package of services, National health norms and standards. Audit clinical records by analyzing data, identification of health indicators and risk factors as well as coordinate the conducting of client satisfaction survey. Ensure proper management of all resources (material and non-material).Develop/establish and maintain constructive working relationship with nursing and other stakeholders' i.e inter- professional, inter-sectoral and multidisciplinary team work. Provide relief services within the team and provide after hour cover and work shifts as required. Supports OM's and conduct thorough half yearly and annual assessments (EPMDS). Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, adequate and efficient. Manage and support education, in-service training, and orientation and practice development initiatives in the area. . Application must be submitted on or before closing date.

**ENQUIRIES** : Mrs. ET Penman (Assistant Manager Nursing) Tel No: 031-519 0455  
**APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.



<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/241</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (MATERNITY &amp; CHILD HEALTH) REF NO: GAM CHC 01/2023</u></b>
<b><u>SALARY</u></b>	:	R642 942 per annum. Other Benefit(s) 13 <sup>th</sup> Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements and Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gamalakhe CHC Grade 12/ Senior Certificate Degree/ Diploma in nursing that allow registration with South African Nursing Council as a Professional Nurse and Midwifery plus post basic qualification with duration of 1 year in Advanced Midwifery accredited with SANC. Registration Certificate as General Nursing and Midwifery (Advanced midwifery). Current registration with SANC (2023 Receipt). Computer Literacy. Recommendations: Valid Code 08 Driver's Licence Experience A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional Nurse. At least Six (06) years of the period referred to above must be appropriate / recognizable experience in the specific speciality after obtaining the one (1) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate /recognizable experience at management level. Skills: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Leadership, Organizational, decision making and problem solving abilities within the limit or the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.
<b><u>DUTIES</u></b>	:	Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Provision of quality comprehensive PHC Package service in line with NHI initiative. Provision of administration services Participate in clinic arrangements and sustainability in the implementation Integrated Clinic Service Management (ICSM).Provide quality and complete patient information in Health Patient record. Improve activities within HAST programme to achieve individual target linked to 90-90-90 strategy. Manage Maternal, Child Women's health programmes to achieve target linked to the programme indicators. Manage the achievement of couple of the year protection (insertion of Long Acting Reversible Contraceptive Method).Participate in the community outreach services, campaign and Imbizo. Participate and lead in the implementation of all community campaigns for mother and child health activities. Improve quality by monitoring and evaluation of maternal child and women's health programmes. Conduct clinical audits for priority programme, analyse and develop quality improvement plans. Participate in Quality programme that provide quality of care: patient complaints, safety, incidence experience of care and waiting times. Ensure that high nursing care is rendered to all clients accessing maternal child women services in the facility. Maintain of constructive working with the multi- disciplinary member and professional growth/ethical standards and self-development. Provide effective and professional leadership in Clinical Governance to ensure clinical accountability and quality patient care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Monitor infection prevention and control in the CHC setting. Monitor implementation of Priority Programmes to reduce maternal and perinatal morbidity and under five mortality. 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. Promote quality of nursing care as directed by the professional Scope of Practice and standards as determined by the institution and other regulating bodies. Ensure implementation of Legislated Norms &Standards, Ideal clinic/CHC and other departmental initiatives including provincial priorities. Monitor and evaluate HR performances EPMDS for all relevant staff. Participate in Nerve Centre Meetings and provide guidance. Monitor the verification and validation of data

before submission to FIO. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural racial or religious differences.

**ENQUIRIES** : Mrs. TMM Ntuli Tel No: 039 318 1113

**APPLICATIONS** : All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249

**CLOSING DATE** : 10 February 2023

**POST 03/242** : **ASSISTANT MANAGER NURSING GENERAL-STREAM MONITORING & EVALUATION REF NO: MURCH- 01/2023 (X1 POST)**

**SALARY** : R588 378 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE** : Murchison Hospital

**REQUIREMENTS** : Senior Certificate (Grade 12) Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife A minimum of 8 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing At least 3 years of the period referred to the above must be appropriate / recognisable experience at management level or clinical programme Coordination. A supporting qualification in monitoring and evaluation will be an added advantage Computer literacy in Microsoft and excel A valid driver's License Previous work experience / Certificate of service endorsed by your Human Resource Department (only when applicant is shortlisted) Knowledge, Skills And Competencies Knowledge of the legislative, current public service and health related legislations and quality assurance frame Work. Knowledge of risk management, clinical and non-clinical safety incidence Empathy and counselling Skills and Knowledge Strong interpersonal, communication and presentation Skills Promotes quality of care a directed by the professional scope of practices and standards as determines by the health facility Ability to make independent decision. An understanding of challenges facing the public health sector. Ability to translate transformation Report writing skills Knowledge of norms and standards, ideal clinic realization and maintenance framework Ability to translate transformation objectives into practical plans Knowledge of provincial National priority programmes and guidelines Proficient in the application of computer software packages (Ms Word, Power point, Excel) Ability to prioritize issues and other work related matters and to comply with timeframes. Provide initiative, decisiveness and to acquire new knowledge swiftly Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills Planning and organizational skills Project management skills.

**DUTIES** : Coordinate the development of the operational plan in the institution with input from all departments in the facility Ensure all plans for all departments are in place Monitor implementation of plans against determined objectives or targets. Facilitate and coordinate planning sessions Ensure alignment of plans with APP and DHP Monitor implementation plans to promote clean audits Coordinates development of service delivery improvement plan for hospital Monitor, evaluate and provide early warning and report on the implementation of hospital annual performance plan Ensure implementation of the total quality management framework and conduct quarterly audits Ensure monitoring and evaluation of overall performances of the institution Ensure development, implementation and maintenance of a reliable & accurate information system in line with the departmental policy and system imperative.

**ENQUIRIES** : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127

**APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR

on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 10 February 2023
- POST 03/243** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: NGWE 07/2023**  
Department: Orthopedic
- SALARY** : R588 378 – R662 220 per annum. Other Benefits 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse with the SANC in General Nursing. A post basic qualification in Orthopedic Nursing. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 9 years appropriate or 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 or recognizable experience in orthopaedic services after obtaining post basic qualification in orthopaedic nursing. Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care process and procedure, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decision, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy Insight to public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic nursing skills.
- DUTIES** : Provide effective & professional leadership within the Orthopaedic unit by improving efficiency and the provision of quality care & good governance. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern of patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programmes, policies, operational plan, standard operating procedures and guidelines for the unit. Manage adverse events and patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention polices are implemented in the unit. Manage & supervise effective utilization of all resources e.g. human, financial material. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Manage own work and that of junior colleagues. Monitor health indicators, risk factors and develop plan of action for gaps identified. Ensure implementation of health programmes aiming at improving

child health. Serve as a paymaster for your unit. Perform other duties as assigned by the supervisor and the hospital management. Ensure implementation of NCS, Norms and Standards and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building. Ensure the implementation of EPMDS and analyze the need for training and development of staff.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. RM Sithole Tel No: 035 901 7258  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION**  
**NOTE**

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

**CLOSING DATE**

: 10 February 2023

**POST 03/244**

: **OPERATIONAL MANAGER (OBSTETRICS & GYNAE) REF NO: MURCH-04/2023 (X1 POST)**

**SALARY**

: R588 378 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE**  
**REQUIREMENTS**

: Murchison Hospital  
: Grade 12 (Senior Certificate) or equivalent qualification Degree / Diploma qualification in nursing that allows registration with SANC as a Professional Nurse and Midwifery. One year (1) Post Basic Nursing Qualification in Advanced Midwifery. Registration certificate with South African Nursing Council (SANC) Current SANC receipt (2023), A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 5 years must be appropriate / recognisable experience in Obstetrics and Gynecology section after obtaining the one year post basic qualification in Advanced Midwifery. Certificate of service from previous and current employer endorsed and stamped by HR. Knowledge, Skills and Competencies: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicable 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. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contacts, build and maintain network of professional relations in order to enhance service delivery.

**DUTIES** : Work as part of multi-disciplinary team member to ensure good nursing care. Ensure effective control of financial, material and human resources. Participate in the analysis and formulation of nursing policies. Provide direct and indirect supervision of all staff in the unit. Reduction of maternal and child mortality and morbidity rate. Ensure that staff is orientated, Mentored and developed to provide quality patient care. Exercise control over discipline, grievance and labour relations issues. Promote good working relationship amongst staff and patients. Ensure effective participation in all hospital programmes e.g. IPC, Quality assurance etc. Provide a safe, therapeutic and hygiene environment for patients, visitors and staff. Ensure implementation, monitoring and evaluation of all maternal, child and woman health care programmes. Monitor and evaluate staff performances, EPMDS. Ensure accurate reliable statistics and reports are submitted timeously Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127

**APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 04/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE** : 10 February 2023

**POST 03/245** : **OPERATIONAL MANAGER (PRIMARY HEALTH CARE) REF NO: MURCH-THONJ 03/2023 (X1 POST)**

**SALARY** : R588 378.per annum. Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE** : Murchison Hospital-Thonjeni Clinic

**REQUIREMENTS** : Senior Certificate Degree / Diploma in General nursing plus 1 year post basic qualification in Primary Health Care or 1 year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation.

Current registration with SANC as a General Nurse and Primary Health Care Nurse A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care or one year post basic qualification in Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and Care as per R212 SANC Regulation. Valid Code 08 Drivers license. Certificate of service from previous and current employer endorsed and stamped by HR Knowledge, Skills And Competencies Knowledge of nursing care and processes and procedures, nursing statutes, and other relevant legal frameworks Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework and good communication skills Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes

**DUTIES**

: Monitor and evaluate the performance of primary health care services and systems within the designated services area in line with, public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify “transversal “primary” health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of prescribed information management systems(s).

**ENQUIRIES  
APPLICATIONS**

: Mr LG Nyawo Tel No: 039 687 7311 ext 130  
 : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 03/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose

aim is to promote representivity in all occupational categories in the Institution)  
 If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 10 February 2023
- POST 03/246** : **ASSISTANT MANAGER [GENERAL] MONITORING AND EVALUATION**  
**REF NO: PHO 05 /2023**
- SALARY** : Grade 1: R588 378 – R682 089 per annum. Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Pholela CHC
- REQUIREMENTS** : Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. Current registration with South African Nursing Council [2023], A minimum of 08 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. A least three (3) years of the period referred to above must be appropriate/recognizable experience at Management Level or as Clinical Programme Coordinator. Valid Driver's license (code B or C1). Knowledge, Skills, Training and Competencies: Knowledge of the legislative, policy and M&E Framework informing health service delivery. Knowledge of legislation and planning framework. Knowledge of CHC quality assurance. Knowledge of CHC infection prevention control practices. Knowledge of health facility functions and operations. Understand HR policies and practices and staff relations. Knowledge of DHMIS policy, SOP and relevant information system. Understanding of financial management. Knowledge of M&E principles. Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution and performance reports. Strong leadership and management skills. Planning and Organisational Skills. Project Management Skills. Financial Management Skills. Decision making. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Research skills. Human Resource Management Skills. Ability to compile concise reports and data management skills. Advanced facilitation skills to manage consultation.
- DUTIES** : To provide effective planning, monitoring, evaluation and reporting services in the CHC as well as for feeder clinics. Administer an evidence/results based monitoring and evaluation system in the institution as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Develop policies for the institution and monitor implementation. Consult and collaborate with multi-disciplinary health teams, organizations and special interest group. Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experiences. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profile for verification and publishing of the prescribed performance and other reports. Ensure that institutional plans are in place, and aligned with the District Health Plan. Ensure planning, M&E support to all departments in the institution as well as feeder facilities. Participate and represent the sub-district at various forums. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the CHC governing laws. Develop good working relationship within department and with other stakeholders. Conduct staff meetings such as performance and information reviews to disseminate information on the performance against set indicator and targets.
- ENQUIRIES** : Dr LDH Buthelezi Tel No: 039-8329488/91
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

**NOTE** : The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE** : 10 February 2023

**POST 03/247** : **OPERATIONAL MANAGER NURSING (PHC SUPERVISOR) REF NO: MOBILE 01/2023 (X2 POSTS)**  
Component: Stanger PHC

**SALARY** : R588 378 per annum, plus 8% rural allowance. Benefits: 13th Cheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE** : Ilembe Health District Office

**REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or ( Vocational National Certificate) Degree / Diploma in General Nursing and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code EB Driver's license (Code 08) Proof of previous and current work experience (certificate/s of service) need not be attached on application but will be requested only if shortlisted. NB all the above mentioned documents need not be attached on application but will be requested only if shortlisted. Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

**DUTIES** : Provide supportive supervision to PHC clinics and community outreach teams. Conduct monthly red flags and regular programme reviews quarterly in line with the PHC Supervision Policy. Ensure quality data management at all PHC clinics. Promote inter-sectoral collaboration and community participation through Operation. Sukuma Sakhe activities and Community Based Model. Conduct sub- district meetings to review and improve performance e.g. integrated services meetings, Primary Health Care meetings, performance review meetings, wedge meetings, etc. Deputize Assistant Manager Nursing and take over his/her responsibilities in absence. Form part of the Sub-district



and District review sessions to monitor progress on set targets according to the District Health Plan (DHP). Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for. Ensure development, implementation and monitoring of Quality Improvement Plans. Ensure adequate control and allocation of Human and Material resources. Plan and monitor utilization of budget to ensure that the clinics function within the allocated budget. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of quality comprehensive PHC services and educational services and be involved in research. Evaluate and monitor compliance with clinical protocols and norms and standards. Analyze and interpret statistic including PHC Programme indicators. Facilitate the realization and maintenance of Ideal Clinic Programme in the PHC clinics. Support implementation PHC re-engineering within the sub-district. Ensure integration clinical programmes and COVID 19 vaccination into routine PHC services.

- ENQUIRIES** : Ms T.M Banda: Deputy District Director: IDHSD Tel No: 032 – 437 3500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450
- NOTE** : Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
- CLOSING DATE** : 10 February 2023
- POST 03/248** : **CHIEF RADIOGRAPHER GRADE 1/2 (X1 POST)**
- SALARY** : Grade 1: R487 305 – R540 840 per annum  
Grade 2: R557 184 – R618 396 per annum  
Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
- CENTRE** : East Boom CHC
- REQUIREMENTS** : **Grade 1:** Matric or equivalent, National Diploma/ Degree in Diagnostic Radiography, registration with HPCSA, current registration with the HPCSA as an Independent Radiographer for 2022-2023, Minimum 3 years' experience post registration as independent practice, Minimum 2 years managerial experience/ or acting managerial experience for radiography and sonography, Certificate of service to be signed and stamped by the Human Resource Department, Non-South African citizen applicants need to have a valid work permit in compliance with HR Circular 49 of 2008 obtainable from any government department. **Grade 2** Matric certificate or equivalent, National Diploma/ Degree in Diagnostic Radiography, registration certificate with

HPCSA, current registration with the HPCSA as an Independent Radiographer for 2022-2023, Minimum 8 year's experience post registration as independent practice, Minimum 2 years managerial experience/ or acting managerial experience for radiography and sonography, Certificate of service to be signed and stamped by the Human Resource Department, Non-South African citizen applicants need to have a valid work permit in compliance with HR Circular 49 of 2008 obtainable from any government department. Knowledge, Skills, Trainings and Competencies Required for the post: Provision of high-quality diagnostic and ultra sound services, Sound knowledge of radiation control regulation and safely, Good communication, leadership, decision-making, inter-personal and problem-solving skills, Ability to manage conflict and apply disciplinary procedures, Ability to work as part of the PHC Team and promote sharing of skills and knowledge, Knowledge of the relevant Acts, Policies and regulation administered by the KZN Department of Health, Knowledge of the Occupational Health and Safety policies, Knowledge of Quality Assurance procedures and methods, Sound Knowledge of emergency care, Sound Clinical knowledge and experience, Sound medical ethics, Sound computer literacy skills, Sound Knowledge of Primary health care, Sound Knowledge of communicable disease.

- DUTIES** : Provide high quality diagnostic radiography services observing safe radiation protection standards, Participate in Quality Assurance improvements programmes, policy making, in-service training and National core Standards', Monitor and evaluate radiographic services to comply with the radiation control legislature, Provide cost effective radiography and ultra sound services, Inspect and utilize equipment professionally to ensure they comply with safety standard, Supervise junior staff in the unit and manage staff or patient's grievances, To solve complex professional and management problems and policy issues by exercising sound judgement on the best possible outcome, Promote Batho Pele principles in the execution of duties for effective service delivery, Develop protocols and policies to ensure that radiographic service comply with radiation legislation, Provision of quality patient centred care and community orientated for all patients., Promote and ensure good continuity of care, Maintain a high quality clinical service by providing regular in-service training for other clinical personnel, Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care., To manage critically ill patients appropriately and transfer them timeously, Undertake continuing professional education, development and study professional literature to keep abreast with current medical practice., Performance of required administrative duties, Collaboration with medical practitioners and other health care workers in neighbouring health institutions, Perform duties as delegated by manager/supervisor Participate in and support CPD (continuous Professional Development) and training.
- ENQUIRIES** : Dr SSS Buthelezi Tel No: 033 264 4900 (3243)
- 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** : Please note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents.
- CLOSING DATE** : 10 February 2023
- POST 03/249** : **OPERATIONAL MANAGER GENERAL REF NO: NGWE 09/2023**  
Department: Surgical Ward
- SALARY** : R464 466 – R522 756 per annum. Other Benefits 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse. Knowledge, Skills, Attributes and Abilities Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal,

communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

**DUTIES**

: Provide effective and professional leadership in a surgical ward. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. 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. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of Norms and Standards, Make Me Look Like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building.

**ENQUIRIES  
APPLICATIONS**

: Ms. RM Sithole Tel No: 035 901 7258  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE** : 10 February 2023

**POST 03/250** : **OPERATIONAL MANAGER NURSING (GENERAL) INTERNAL MEDICINE: GRADE 1 REF NO: HRM 02/2023 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : Grade 1: R464 466 - R522 756 per annum  
: King Edward VIII Hospital complex  
: Matric/Senior certificate (Grade 12) or equivalent qualification Plus Degree/Diploma in General Nursing Science and Midwifery plus Current registration with South African Nursing Council as Professional nurse and a midwife plus Minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional nurse with SANC in General Nursing plus certificate of service endorsed by the Human Resource Department. Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Knowledge of public service acts, regulations, Knowledge of Nursing Care processes and procedures, Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institution policy framework, Financial and budgetary knowledge pertaining to the nursing care, Knowledge of policy directives informing HAST Programs in the department, Good Interpersonal relations including negotiating, conflict handling, counselling and disciplinary skills, Basic computer skills.

**DUTIES** : Promote, facilitate and monitor implementation of quality health care delivery, Supervise and ensure the provision of an efficient patient care through adequate nursing care, Manage all resources within the unit effectively and efficiently to ensure optimal service delivery, Ensure implementation of PMDS, Participate in all initiatives with the aim of achieving quality service provision, Maintain professional growth, ethical standards and self-development, Ensure that the units comply with the National Core Standards and Ideal Hospital Realization Program to meet the needs and the demands of clients, Provide a safe therapeutic and hygienic environment as laid down by the applicable prescripts, Promote and monitor IP&CS strategies in the units, Demonstrate an understanding of Human Resource and Financial Management practices and procedures, Ensure Quality Data Management and utilization.

**ENQUIRIES APPLICATIONS** : Mrs. P. Govender Tel No: (031 - 360 3026)  
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

**NOTE** : 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](http://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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

**CLOSING DATE** : 10 February 2023

**POST 03/251** : **OPERATIONAL MANAGER GENERAL (CASUALTY) REF NO: EMS/02/2023**  
Re – advertised: applicants who previously applied need to re -apply

**SALARY** : Grade 1: R464 466 - R522 756 per annum  
Grade 2: R538 – R571 245 per annum

		(Other benefits: Medical Aid (Optional) 13 <sup>th</sup> Cheque PLUS 8% rural allowance, Housing all
<b><u>CENTRE REQUIREMENTS</u></b>	:	Emmaus Hospital
	:	Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery .A minimum of 7 years appropriate /recognizable nursing experience after registration as professional nurse .Proof of Current registration with SANC (2022). NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills: Leadership, Management, planning, organizing and co-ordination skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of code conduct, Labour Relations and related policies.
<b><u>DUTIES</u></b>	:	Ensure effective management, supervision and utilization of human resources and material resources. Ensure adherence to prescribed nursing policies and procedures. Co –ordinate all services within the Hospital. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Ensure that all quality and infection control initiatives are adhered to i.e NCS/ Ideal Hospital. Deal with disciplinary and grievance matters and effective monitoring of absenteeism and monitor covering of unit. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Ensure effective data management e.g. daily data verification, monitoring of indicators. Manage complaints and PSI within the hospital. Ensure that impact indicators and monitored and action plans are developed to improve on the outcomes. Effective implementation of triage system. Effective co- ordination of special clinics in OPD (Men's health, MHCU, Orthopedic, POPD)
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Ms. PPJ van der Plank Tel No: 036 488 1570 EXT 8204
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	:	10 February 2023 at 16:00
<b><u>POST 03/252</u></b>	:	<b><u>OPERATIONAL MANAGER (GENERAL STREAM NIGHT DUTY) REF NO: MURCH- 03/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R464 466 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Murchison Hospital
	:	Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Previous work experience / Certificate of service endorsed by your Human Resource Department (when

the applicant is shortlisted). 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 Knowledge, Skills and Competencies Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.

**DUTIES** : Oversea the effective overall functioning of the facility at night Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof To effectively manage the utilization and supervision of resources Maintain professional growth / ethical standards and self-development Implementation and management of Infection Control and prevention Protocols, Safety and Risk management Maintain accurate and complete patient records according to legal requirement To participate in Quality improvement programmes and Clinical Audits Provide direct and indirect supervision of wards and night staff Maintain discipline in all Labour related issues, grievances in terms of laid down policies and procedures Ensure staff development and performance by implantation EPMDS and other related HR Policies Participate and ensure the implementation of National Core Standards, National Health Priority and quality improvement initiatives

**ENQUIRIES** : Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127  
**APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

**NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 03/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE** : 10 February 2023

**POST 03/253** : **OPERATIONAL MANAGER (GENERAL STREAM TB WARD) REF NO: MURCH- 05/2023 (X1 POST)**

**SALARY** R464 466 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE** : Murchison Hospital

- REQUIREMENTS** : Senior Certificate. Diploma / Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Previous work experience / Certificate of service endorsed by your Human Resource Department (only when the applicant is shortlisted. 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 Knowledge, Skills And Competencies Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counseling skills Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care Computer skills in basic programmes.
- DUTIES** : Manage and monitor proper utilization of human, financial and physical resources Management of HAST Programmes Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Coordinate and monitor the implementation of nursing plan and evaluation thereof Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork) Implement standards, practices criteria and indicators for quality nursing (Quality of Practice) Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Implementation and management of infection control and prevention protocols, safety and risk management Maintain accurate and complete patient records according to legal requirements Ensure quality data management and utilization.  
Mrs C Mkhwanazi Tel No: 039-6877311 ext. 127
- ENQUIRIES** :  
**APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 05/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check s (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 10 February 2023

**POST 03/254** : **CLINICAL PROGRAM COORDINATOR GRADE 1 – (MCWH) REF NO: AMAJ01/2023**  
Component: Amajuba Health District Office

**SALARY** : R464 466.per annum. Other Benefits: Rural allowance on a claim basis  
**CENTRE** : Amajuba Health District Office  
**REQUIREMENTS** : Valid Grade 12 or National Certificate plus, Bachelor's Degree /Diploma in Nursing. Current registration with the South African Nursing Council. Minimum of 7 years appropriate /recognizable experience in nursing after registration as a Professional Nurse of which 5 years of the period must be appropriate/recognizable experience in MCWH. Registration with SANC as a Midwife. Computer literacy: Ms Office Software application. Proof of detailed current and previous work experience endorsed by Human Resource (only when shortlisted) Recommendations National Diploma in advanced Midwifery and Neonatal Nursing science. Valid Code EB Driver's license (code 8) Knowledge, Skills, Behavioural Attributes and Competencies Required: Strong interpersonal and communication skills. Presentation /Facilitation skills. Knowledge of HIV and AIDS Comprehensive plan. Knowledge on District Health Systems. Knowledge of relevant regulation and policies. An understanding of challenges facing the public Health sector. Ability to translate and transform objectives into practical plans. Ability to prioritize work related matters and to comply with the time frames. Financial management skills. Project management skills. Ability to make independent decision.

**DUTIES** : Ensure implementation of the Standard Operating Procedures for bookings, antenatal follow –up care and during delivery (intra-partum) and post –partum. Improve clinical record keeping, data collection and information flow of MCWH activities. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Ensure effective communication, supervision, training, performance management and relations with staff, policy implementation and quality improvement initiatives. Ensure that clinical strategies to manage health conditions contained under the MCWH are implemented in all institutions/facilities. Monitor MCWH indicators which measure health practices in institutions and communities and provide support and report on findings to district health management team by conducting support visits. Participate in district sub –district perinatal review and child Health meetings. Assist facilities to develop quality improvement plans for the MCWH and ensure their implementation. Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly Initiatives, etc. Contribute to the development, implementation and monitoring of integrated. District Operational plan for MCWH programme. Represent the district in MCWH meetings. Plan, organize and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV quarterly. Promote integration of health services.

**ENQUIRIES** : Mr. BR Khumalo Tel No: 034 328 7000  
**APPLICATIONS** : All applications should be forwarded to: Mr. PB Sangweni: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle

**FOR ATTENTION** : Mr PB Sangweni  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert(only when shortlisted) The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully



informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T claims. Males are encouraged to apply and people with disability should feel free to apply. Employment Equity Target for this post is African Male, and people with disability may feel free to apply.

- CLOSING DATE** : 10 February 2023
- POST 03/255** : **CLINICAL PROGRAMME CO-ORDINATOR (IPC) REF NO: APP/05/2023**
- SALARY** : R464 466 - R522 756 per annum. Benefit: Housing allowance, 13<sup>th</sup> Cheque, Medical Aid (Optional), Operational and 8% Rural Allowance.
- CENTRE** : Appelsbosch Hospital
- REQUIREMENTS** : Degree/ National Diploma in General Nursing Midwifery, You must be in possession of current registration with SANC (2023) as a Professional nurse and midwifery. Qualification in Infection Control. A minimum of 7 years appropriate/ recognizable experience after registration with SANC as a General Nurse. Certificate of service endorsed by HR (only shortlisted candidate will submit the required certified documents). Recommendations: Experience in Infection Control Knowledge, Skills, Training, Competencies Required: Knowledge of health policies relevant legislations, Problems solving and Project management skills, Good leadership, management and interpersonal skills, Good verbal and written communication, Supervisory and analytical skills.
- DUTIES** : Promoting early detection of infection and reducing health care acquired infections through active surveillance, quick actions taken thereafter if required, and monitoring. Addressing healthcare workers needs and requirements, education on prevention and control infections. Reducing risks of infections through impletion of guidelines, policies and protocols are in line with current standard of practice, regulations and objectives of the service. Reduce reservoirs of infections, Best use of antibiotics. Analyze data obtained from the sources and other management information systems against indicators with a view to develop reliable performance profile for verification and publishing of the prescribed performance and other reports.
- ENQUIRIES** : Mrs. H.C Ngubane Monitoring and Evaluation 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** : 10 February 2023
- POST 03/256** : **CHIEF ARTISAN REF NO: NGWE 10/2023**  
Department: Maintenance
- SALARY** : R404 052 – R461 973 per annum. Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. N3 Certificate in Electrical. Appropriate Trade Test Certificate (in Electrical) in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid driver's license. Ten (10) years post qualification experience required as an Artisan / Artisan Foreman in electrical field Knowledge, Skills, Attributes and Abilities Team work. Creativity. Independent. Meticulous, proactive and reality. Punctual, working under pressure. Computer literate. Good communication. Team building and motivational skills. Sound knowledge of occupational health and safety Act and related legislation.
- DUTIES** : Manage technical services and support in conjunction with technicians, artisans, associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provision standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification and inputs in to existing technical manuals. Standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification. Manage administrative and related functions. Provide inputs into the budgeting process. Provide and consolidate inputs to the technical operational plan, update database, manage artisans and related personnel and assets. Manage, control and monitor expenditure according to budget to ensure efficient cash flow and manage the commercial value add of the discipline-related activities and

services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise by continuous individual development to keep up with new technologies and procedures. Research / literate studies on technical / engineering technology to improve expertise. Liaise with relevant bodies / councils on technical / engineering-related matters. Ensure 24 hour coverage to attend to emergencies.

**ENQUIRIES  
APPLICATIONS**

: Mr. Pez Zulu Tel No: 035 901 7060  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 10 February 2023

**POST 03/257**

: **CLINICAL NURSE PRACTITIONER REF NO: GAM CHC 02/2023**

**SALARY**

: Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 13<sup>th</sup> Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements and Medical Aid (Optional)

**CENTRE  
REQUIREMENTS**

: Gamalakhe CHC  
: Grade 12/ senior Certificate Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration Certificate as General Nurse and Primary Health Care Nurse Current registration with SANC (2023 Receipt) Experience: **Grade 1** A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. **Grade 2** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies Knowledge of

nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and Counselling. Financial and budgetary knowledge. Good driving skills Time management Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUITES** : Provide quality comprehensive community health care by promoting preventative, Curative and rehabilitative services. Provide administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise in assisting clients and families to develop a sense of self care. Ensure proper utilization and management of all resources Encourage research by assisting in departmental projects and always ensuring the community needs, are taken into account. Assist the Operational Manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits Advocate for Nursing Ethics and Professionalism. Provide knowledge and understanding of Covid19 precautionary measures and clinical management thereof.

**ENQUIRIES** : Mrs. N.O Ndwendwe Tel No: 039-318 1113

**APPLICATIONS** : All applications should be forwarded to: The HR Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249

**CLOSING DATE** : 10 February 2023

**POST 03/258** : **CLINICAL NURSE PRACTITIONER-(GRADE 1, 2) REF NO: INA 03//2022 (X2 POSTS)**

**SALARY** : Grade 1: R400 644 - R464 466 per annum  
Grade 2: R492 756 per annum  
Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE** : KZN Health Inanda Community Health Centre

**REQUIREMENTS** : Senior certificate/Matric or equivalent plus, Basic R425 qualification Degree / Diploma in General Nursing that allows registration with the SANC as Professional Nurse Plus Diploma in General Nursing Science, Health Assessment, Treatment and Care Accredited by SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General nursing plus one year post basic qualification in PHC. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Recommendations: A valid Driver's Licence (Code 08/ Code 10), Computer Literacy Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislations such as Nursing Acts, Mental Health Act, Occupational Health & Safety Act, Knowledge of nursing care processes and procedure Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Display a concern for patients, promoting and advocating proper treatment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies, Basic computing skills.

**DUTIES** : Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and the community, Provide administrative services such as compiling accurate statistics for evaluation and future planning, identifying need for financial planning and direct control of expenditure as integral part of planning and organisation. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Ensure that Batho-Pele Principles and patient rights are implemented. Ensuring proper utilisation and safe keeping of basic medical equipment. Encourage research by assisting in regional and departmental projects, always making sure that the community

needs are taken into account. Ensure implementation of Primary Health Care re-engineering. Ensure implementation of National Core Standards/Regulated Norms and Standards. Ensure patient care through the utilisation Primary Health Care indicators. Ensure monitoring of the facility targets for programs in the facility. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Strengthen and ensure implementation of Ideal clinic strategies.

- ENQUIRIES APPLICATIONS** : Mrs. ET Penman (Assistant Manager Nursing) Tel No: 031-519 0455
- NOTE** : Application to be forwarded to: The Human Resource Manager, Inanda Community Health Centre, Private Bag X04, Phoenix, 4080.
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (New Z83), which is obtainable at any Government Department or from website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and other relevant documents will only be requested from shortlisted candidate. Faxed will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. INA CNP 01/2021. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number anticipated, applications will not be acknowledged. If you are not contacted three months after the closing date please regard your application as being unsuccessful. The appointment are subject to a positive outcome obtained from the State Security Agency (SSA) to the following check (criminal clearance, credit records and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from Employers and verification from Company Intellectual Property Commission (CIPC). Non- RSA Citizens/ Permanent Residents/Work permit holders should produce the documentary proof on the day of the interview, should they be shortlisted. NB: African Male are encouraged to apply.
- CLOSING DATE** : 10 February 2023
- POST 03/259** : **LECTURER (CLINICAL FACILITATOR) (PND 1 OR PND 2) REF NO: NGWE COL 01/2023**  
Directorate: Nursing
- SALARY** : R400 644 – R464 466 per annum, (PND1)  
R492 756 – R642 942 per annum, (PND 2)
- CENTRE REQUIREMENTS** : Empangeni  
Senior Certificate/Grade 12 PLUS A Diploma/Degree in Nursing, Community, Psychiatry and Midwifery. A post registration qualification in Nursing Education and Nursing Administration registered with South African Nursing Council (SANC). Current registration with SANC 2023. **PND 1** – A minimum of four (4) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. **PND 2** - A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) of the above must be appropriate / recognizable experience in Nursing Education.
- DUTIES** : Provide teaching and learning of R425 and R171 programmes. Provide effective and efficient clinical training of student nurses. Facilitate clinical learning exposure of students. Support the vision and mission statement to promote the image of the campus. Implement assessment strategies to determine student competencies. Exercise control over students. Implement the quality assurance programmes.
- ENQUIRIES APPLICATIONS** : Dr TE Matsane Tel No: 035-9017094
- ENQUIRIES APPLICATIONS** : The Principal, Department of Health, Ngwelezana Campus, Private Bag X20016, Empangeni, 3880, Hand delivered application may be submitted at Ngwelezana Campus Admin Block, Thanduyise Road next to Police Station, Ngwelezana Township, Empangeni, 3880.
- FOR ATTENTION NOTE** : Dr TE Matsane
- NOTE** : Application for employment Form (Form Z83 New Version), which is obtainable at any government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the form Z83 and a detailed Curriculum Vitae only. Qualifying candidates will be assessed based on information provided. The reference number must be indicated in the column provided on the Z83. Persons with disability should feel

free to apply for the post. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Appointments are subject to the positive outcomes to the following checks: (Security Checks, Credit records, qualifications, citizenship and previous experience verifications). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the KwaZulu-Natal College of Nursing Campuses that are presently on the same salary level but on a notch/package above the minimum of the advertised post are free to apply. Due to financial constraints, S&T PLUS Resettlement claims will not be paid to candidates who attended interviews. It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South African Qualification Authority (SAQA). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department.

- CLOSING DATE** : 10 February 2023
- POST 03/260** : **PROFESSIONAL NURSE-SPECIALTY STREAM-OPHTHALMOLOGY REF NO: MURCH 02/2023 (X1 POST)**
- SALARY** : R400 644 per annum  
R492 756 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital  
Professional Nurse **Grade 1** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Ophthalmology. Previous work experience / Certificate of service endorsed by your Human Resource Department (when applicant is shortlisted) professional nurse **Grade 2** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Ophthalmology, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Previous work experience / Certificate of service endorsed by your Human Resource Department (when applicant is shortlisted) Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic Qualification in Ophthalmology, Current Registration with SANC as General Nurse and Ophthalmology. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (when applicant is shortlisted) Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Provide optimal, holistically specialized care with standards and within a professional / legal framework. Utilize human, material resources and physical resources efficiently and effectively. Participate in training and research. Maintain Professional growth / ethical standard and self-development. Provide support to nursing service. Perform clinical nursing practice in Accordance with the scope of practice and nursing standards as determined by hospital. Partake in overall specialized unit function, i.e. team building.
- ENQUIRIES APPLICATIONS** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext. 127  
All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand delivered to: Human Resources Department, Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview Faxed applications will not be

accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 02/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

- CLOSING DATE** : 10 February 2023
- POST 03/261** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM - REF NO: MURCH-THEM 01/2023 (X1 POST)**
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance Murchison Hospital – Thembalesizwe Clinic
- CENTRE REQUIREMENTS** : Clinical Nurse Practitioner **Grade 1** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR Clinical Nurse Practitioner **Grade 2** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application). Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of

patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES  
APPLICATIONS**

: Mr LG Nyawo Tel No: 039-6877311 ext. 130  
: All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand delivered to: Human Resources Department, Murchison Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 10 February 2023

**POST 03/262**

: **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM  
REF NO: MURCH-MBUNDE 02/2023 (X1 POST)**

**SALARY**

: Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

**CENTRE  
REQUIREMENTS**

: Murchison Hospital – Kwambunde Clinic  
: Clinical Nurse Practitioner **Grade 1** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. Certificate of service from previous and current employer endorsed and stamped by HR. Clinical Nurse Practitioner **Grade 2** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous and current employer endorsed and stamped by HR. Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application) Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles Good interpersonal relationship skills and good listening skills Good communication and problem solving skills Co-ordination and planning skills Ability to relieve in the service areas Team building and supervisory skills Ability to formulate patient care related policies.

**DUTIES**

: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall

management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES  
APPLICATIONS**

: Mr LG Nyawo Tel No: 039-6877311 ext. 130  
 : All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand delivered to: Human Resources Department Murchison Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 02/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted) Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.

**CLOSING DATE**

: 10 February 2023

**POST 03/263**

: **CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 10 /2022**

**SALARY**

: Grade 1: R400 644 per annum  
 Grade 2: R492 756 per annum  
 Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Pholela CHC (Sandanezwe clinic)  
 : Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification in Primary Health Care with duration of 01 (one) year accredited with South African Nursing Council. Current SANC receipt-2021. **Grade 1:** A minimum of four (4)



years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.

**DUTIES**

: Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Provision of quality comprehensive community health care. Prescribe and dispense medication according to treatment guidelines, protocol and EDL for PHC. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Coordinate and manage provision of services to manage COVID 19. To uphold the Batho Pele Principles and patients Right Charter Principles. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's other government departments. Participate in Nerve center meetings. Provide and collect daily, weekly and monthly statistics as required Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Teamwork. Willingness to respond to patients needs requirements and expectations. Problem solving capabilities and ability to communicate both verbal and in writing.

**ENQUIRIES APPLICATIONS**

: Mrs. N Willie Tel No: 039-8329488  
 : Direct your application quoting the relevant reference number to: The Assistant Director: HRM, Pholela CHC ,Private Bag X502, Bulwer, 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.

**NOTE**

: The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 10 February 2023

<b><u>POST 03/264</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 01/02 REF NO: PHO 23 /2022</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R400 644 per annum Grade 2: R492 756 per annum Other Benefits: 13th Cheque, Inhospitable Area Allowance of 8%, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pholela CHC (Gwala Clinic) Senior certificate (grade 12) or equivalent qualification plus Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification in Primary Health Care with duration of 01(one) year accredited with South African Nursing Council. Current SANC receipt-2022. <b>Grade 1:</b> A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing and Midwife. At least 10 years of the period referred to above must be appropriate / recognizable experience in Primary Health Care specialty after obtaining the one year post basic qualification in Primary health Care.
<b><u>DUTIES</u></b>	:	Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Provision of quality comprehensive community health care. Prescribe and dispense medication according to treatment guidelines, protocol and EDL for PHC. Provision of quality comprehensive Primary Health Care by promoting preventive, curative and rehabilitative services for the clients and the community. Coordinate and manage provision of services to manage COVID 19. To uphold the Batho Pele Principles and patients Right Charter Principles. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's other government departments. Participate in Nerve center meetings. Provide and collect daily, weekly and monthly statistics as required. Knowledge, Skills, Training and Competencies: Knowledge of Nursing legislation and related legal and ethical nursing practices eg. Nursing Act, Health Act etc. Communication skills, written and spoken. Interpersonal relations and diversity management skills. Planning, organizing and execution skills. Teamwork. Willingness to respond to patients needs requirements and expectations. Problem solving capabilities and ability to communicate both verbal and in writing.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. N Willie Tel No: 039-8329488 Direct your application quoting the relevant reference number to: The Assistant Director: HRM. Pholela CHC, Private Bag X502, Bulwer 3244 or hand deliver application at Human Resource Department on or before the closing date 16:00.
<b><u>NOTE</u></b>	:	The following documents must be submitted: An Application for Employment form (Z83) NEW form effective from 1 January 2021 must be completed and signed. This is obtainable from any Public Service Department or from the website <a href="http://www.kznheath.gov.za">www.kznheath.gov.za</a> . Comprehensive CV (with detailed experience). Copies of qualifications, Registration certificate/s, ID and Driver's license, proof of experience must not be submitted when applying for employment. These will be requested only from shortlisted candidates. The Reference Number must be indicated in the column provided on the form Z83, e.g. PHO 10/2022. Failure to comply with the above instructions will lead to disqualification of applicants. Faxed and e-mailed applications will NOT be accepted. Please note that due to large number of applications we anticipate to receive, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Applicants in possession of foreign qualifications must bring their evaluation certificate from the South African Qualifications Authority (SAQA) during the interview process. Non-RSA Citizens/Permanent Residents/Work Permit holders to bring documentary proof during the interview process. The appointments are subjected 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) and proof of experience. Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all level of all occupational categories in the department. People with disabilities are encouraged to apply. 10 February 2023

**CLOSING DATE**

:

**POST 03/265**

:

**PROFESSIONAL NURSE SPECIALTY: GRADE 1 OCCUPATIONAL HEALTH REF NO: PCHC 03/2023 (X1 POST)**

**SALARY**

:

Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional) Home owner's allowance (employees must meet the prescribed requirements)

**CENTRE REQUIREMENTS**

:

KZN Health -Phoenix Community Health Centre  
Senior Certificate /Matric or equivalent Plus. Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification, with duration of at least 1 year, accredited with the SANC in Occupational Health. Proof of current registration with SANC (2021 receipt). Proof of current and previous work experience/certificate of service endorsed by your Human Resource Department will be requested from shortlisted candidates. Professional nurse speciality **Grade 1:** occupational health. Experience: A minimum of 4 years appropriate/ recognizable nursing experience after registration as professional nurse with SANC in General Nursing. Recommendation: Unendorsed, valid driver s license (code B or C1).Computer literacy: Ms Office applications certificates must be attached. Professional nurse speciality **Grade 2:** occupational health. Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Occupational Health. Recommendation: Unendorsed, valid driver s license (code B or C1). Computer literacy: Ms Office applications certificates must be attached.Knowledge, Skills, Training and Competencies: Knowledge of a nursing care processes and procedures, nursing statutes and other relevant Legal framework. Sound knowledge of Occupational Health and Safety Act, Compensation of Injuries and Diseases Act (COIDA) and the latest Employee Health and Wellness Framework for the service. Knowledge of basic human resource and financial management. Ability to formulate occupational health related policies and procedures. Ability to demonstrate good insight of policies and procedure pertaining to occupational and employee health and wellness. Problem-solving capabilities. Ability to communicate both verbal and in writing. Computer literacy on basic Microsoft Software package.

**DUTIES**

:

Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance. Operationalize Health and Productivity Management Sub-Programme in the context of health and productivity, disease management, chronic illness, mental health, temporal incapacity leave, ill-health promotion. Work as part of the multidisciplinary team to ensure quality of care, including working cooperatively with all employees of diverse social, religious and cultural backgrounds. Development of presentation for orientation and induction programme. Champion, promote and advocate proper treatment and care, including employee health and wellness campaigns so as to respond to the needs of employees. Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures.and.ensuretheir.timeous.implementation.Co-ordinate.occupational.health.trainingprogrammes.Conduct occupational health audits in line with the occupational health and safety Act 85 of 1993 and relevant legislation and protocol. Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB, Programmes for the employees. Make contribution

to Management Sub-Committee as a platform for reflecting on the employee health and wellness issues. Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour. Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the Clinic management and District Office. Develop occupational health business plan in line with institution plans and manage, plan, Monitor, evaluate and review the utilization of resource as an Occupational Health Practitioner.

<b><u>ENQUIRIES</u></b>	:	Mr TN Ngubane Tel No: 031-538 0809
<b><u>APPLICATIONS</u></b>	:	Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe, 4300
<b><u>FOR ATTENTION</u></b>	:	Mr V.S Mtshali
<b><u>NOTE</u></b>	:	Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Original signed Z83 must be accompanied by a detailed CV. Only shortlisted candidate 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. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2023. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/266</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1, 2</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum R492 756 – R606 042 per annum Other Benefits: 13 <sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
<b><u>CENTRE</u></b>	:	Ngwelezana Tertiary Hospital: Thokozani Clinic Ref. No: NGWE 11/2023 Richards Bay Clinic Ref No: NGWE 12/2023 Ngwelezana Clinic Ref No: NGWE 13/2023 Meerensee Clinic Ref No: NGWE 14/2023 Khandisa Clinic Ref No: NGWE 15/2023 Mandlanzini Clinic Ref No: NGWE 16/2023 Ntuze Clinic Ref No: NGWE 17/2023 Buchanana Clinic Ref No: NGWE 18/2023 Phaphamani Clinic Ref No: NGWE 19/2023
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. Knowledge, Skills, Attributes and Abilities Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant. Legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the

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

**ENQUIRIES  
APPLICATIONS**

: Mr. S Mtshali Tel No: 035 901 7298 / 7224  
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 10 February 2023

**POST 03/267**

: **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 20/2023**  
 Department: Mobile

**SALARY**

: R400 644 – R464 466 per annum

R492 756 – R606 042 per annum

Other Benefits: 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

**CENTRE  
REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Knowledge, Skills, Attributes and Abilities Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant Legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.

**DUTIES**

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

**ENQUIRIES  
APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

: Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to

Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. A detailed Curriculum Vitae must accompany the application form (Z83). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 10 February 2023
- POST 03/268** : **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 21/2023**  
Department: HAST
- SALARY** : R400 644 – R464 466 per annum  
R492 756 – R606 042 per annum  
Other Benefits: 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Knowledge, Skills, Attributes and Abilities Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving and project management. Concerns of excellence. Courtesy and Interpersonal skills. Stress tolerance skills and innovation and drive. Awareness of cross-cultural differences.
- DUTIES** : Implement programs within the HAST unit, monitor performance and outcomes against set standards and act on deviation. Provide comprehensive health care for clients in HAST unit, not limited to TB & HIV management ,cervical screening, family planning, MMC, outreach services. Planning and organizing own work and that of support personnel to ensure proper nursing care. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies, and procedures. Compile Nerve Centre data. Ensure that the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Provide safe and therapeutic environment for patients, staff

and public. Supervise other junior employees Participate in staff development using EPMS System and other work related programmes and training. Assist Operational Manager in overall management of HAST unit. Maintain accreditation standards by ensuring compliance with National Norms and Standards.

**ENQUIRIES  
APPLICATIONS**

: Ms. RM Sithole Tel No: 035 901 7258  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 10 February 2023

**POST 03/269**

: **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE  
22/2023**  
Department: ICU

**SALARY**

: R400 644 – R464 466 per annum  
R492 756 – R606 042 per annum  
Other Benefits: 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

**CENTRE  
REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. One year post basic qualification in Critical Care Nursing /Trauma. Registration with SANC as Professional Nurse. Current SANC receipt. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make



		independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<b><u>DUTIES</u></b>	:	Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms. RM Sithole Tel No: 035 901 7258
<b><u>APPLICATIONS</u></b>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
<b><u>FOR ATTENTION</u></b>	:	Mr MP Zungu
<b><u>NOTE</u></b>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/270</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 23/2023</u></b> Department: Operating Theatre
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum R492 756 – R606 042 per annum Other Benefits: 8% Rural Allowance. 13 <sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
<b><u>CENTRE</u></b>	:	Ngwelezana Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. One year post basic qualification in Operating Theatre Nursing Science. Registration with the

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

**DUTIES**

: Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

**ENQUIRIES  
APPLICATIONS**

: Ms. RM Sithole Tel No: 035 901 7258  
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION  
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S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. 10 February 2023

**CLOSING DATE**

:

**POST 03/271**

:

**PROFESSIONAL NURSE SPECIALTY GRADE 1, 2**

**SALARY**

:

R400 644 – R464 466 per annum  
R492 756 – R606 042 per annum  
Other Benefits: 8% Rural Allowance. 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

**CENTRE**

:

Ngwelezana Tertiary Hospital  
Thokozani Clinic: Ref No: NGWE 24/2023  
Ngwelezana Clinic: Ref No: NGWE 25/2023  
Buchanana Clinic: Ref No: NGWE 26/2023  
Khandisa Clinic: Ref No: NGWE 27/2023

**REQUIREMENTS**

:

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

**DUTIES**

:

Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE ;KING; Helping Babies to breath and ensure IMCI programmes are properly implemented. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programmes within the maternity unit. Manage the utilization and supervision of the resources. Coordinate the provision of effective training and research, focusing on the programmes aimed at the improvement of the maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programmes e.g. IDEAL Clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing service e.g. assist with relief duties to nursing management.

**ENQUIRIES**

:

Ms. RM Sithole Tel No: 035 901 7258

**APPLICATIONS**

:

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

**FOR ATTENTION**

:

Mr MP Zungu

**NOTE**

:

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- CLOSING DATE** : 10 February 2023
- POST 03/272** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: UTHUK 01/2023 (X1 POST)**
- SALARY** : R393 711 – R463 764 per annum. Other Benefits: 13th Cheque, Home Owner’s Allowance (Conditional), Medical Aid (Optional)
- CENTRE** : Uthukela District Office
- REQUIREMENTS** : Senior Certificate (Grade 12). Plus Degree/National Diploma in Financial Accounting/ Cost and Management Accounting/Public. Management/Business Management / Supply Chain Management. 3-5 years Supply Chain Management Supervisory Experience. Valid Code B driver’s license (code 8) Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The ideal candidate must have Possess technical knowledge of SCM practices. Possess knowledge of the legislative and policy framework informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Research and Analysis, Report writing and general writing. Possess high level of integrity and professionalism. Be computer literate with a proficiency in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines. Knowledge of PFMA.
- DUTIES** : Develop and implement a Procurement Plan for the District office. Oversee the effective management of assets including warehousing, stock and equipment utilization and Disposal where necessary. Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Institutional Business and Procurement Plan and in line with the budget. Ensure invitation of quotations from suppliers’ are in accordance with SCM policy delegations. Co-ordinate and compile the procurement planning process and compliance to SCM policies. Ensure the effective, efficient and economical management of allocated resources of the division as well as staff development. Manage, evaluate and direct performance of SCM. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations and SOPs’. Conduct internal auditing and risk management within the area of responsibility and ensure compliance with departmental policies and guidelines. Manage, train and develop staff in line with EPMDs and segregation of duties in order to improve service delivery. Ensure relevant SCM committees are in place. Ensure timeous monthly submissions of reporting. Ensure stock levels are adequate for service delivery. Ensure stocktaking is conducted on a quarterly basis. Performance assessment of contract management and have monthly meetings.
- ENQUIRIES** : Mr. N.G Marais Tel No: 036 631 2202 (Ext 143)
- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.
- FOR ATTENTION** : Ms. P.P Mnguni

**NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** : 10 February 2023

**POST 03/273** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: UTHUK 02/2023 (X1 POST)**

**SALARY** : R393 711 – R463 764 per annum (Level 09). Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)

**CENTRE** : Uthukela District Office

**REQUIREMENTS** : Grade 12 (National /Senior Certificate). Bachelor's Degree/ National Diploma in Human Resource Management/Human Resource Development /Training and Development or Public Management or equivalent qualification. At least 3 years supervisory experience in Human Resource Development Component. A valid code 8 driver's license or above. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The ideal candidate must have Sound knowledge of Human Resource management with emphasis on Human Resource Planning and Development. In- depth knowledge of legislative Prescript. Good verbal and communication skills and report writing skills. Computer literacy with knowledge of PERSAL system. Sound analytical thinking, good interpersonal, problem solving and decision making skills.

**DUTIES** : Manage the function of HR Development and Planning in District to ensure the provision of high quality service. Participate in the formulation of HRD policies and strategies to ensure that current policies used are in line with the latest Acts and Regulations. Develop and maintain a database for HRD training programmes. Compile and monitor the utilization of budget allocation to HRD Development and planning for the District. Participate in the development, implementation, monitoring and reviewing of skills development and learner-ship programmes. Evaluate the effectiveness of training in relation to performance of staff and cost. Compiling of statistics in respect of training undertaken. Implementing HR planning policies in relation to: Employment Equity, Workplace Skills Plan and Succession planning.

**ENQUIRIES** : Ms. P.P Mnguni Tel No: 036 631 2202 (Ext 128)

**APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.

**FOR ATTENTION** : Ms. P.P Mnguni

**NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** : 10 February 2023

**POST 03/274** : **DIAGNOSTIC RADIOGRAPHER REF NO: RIET 03/2023**  
Component: Radiology Department

**SALARY** : Grade 1: R332 427 per annum  
Grade 2: R389 754 per annum  
Grade 3: R459 126 per annum  
Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional) Housing Allowance (Conditional)  
Rural allowance 17%.

**CENTRE REQUIREMENTS** : Rietvlei Hospital  
: Senior Certificate/Grade12 or equivalent. National Diploma / Degree in Diagnostic Radiography. Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Current registration with HPCSA for 2022/2023 as a diagnostic radiographer (Independent Practice). NB! Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. **Grade 1:** No experience required after registration with HPCSA in the relevant profession 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 HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven 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 20 years' experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 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. Recommendation. Knowledge, Skills, Training and Competencies Sound knowledge of diagnostic radiography procedures and equipment PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate .Computer Literacy.

**DUTIES** : Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework. Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

**ENQUIRIES APPLICATIONS** : Dr N.T Dabata-Hlaneki Tel No: 0673555314  
: All applications must be directed to: Attention: Miss Ntuzela, Rietvlei Hospital, and Private Bag x 501, Stafford's Post ,Via Port Shepstone, 4686 or hand deliver to Rietvlei hospital, Human Resource Component

**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](http://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. RIET 03/2023. 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** : 10 February 2023
- POST 03/275** : **DIAGNOSTIC RADIOGRAPHER GRADE1/2/3 REF NO: NGWE 28/2023**
- 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  
Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional.), 12% Inhospitable allowance
- CENTRE REQUIREMENTS** : Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Diagnostic / Ultrasound Radiographer. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic / Ultrasound Radiographer. **Grade 01:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Diagnostic / Ultrasound Radiographer in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Diagnostic / Ultrasound Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 02:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Diagnostic / Ultrasound Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Diagnostic / Ultrasound Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 03:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Diagnostic / Ultrasound Radiographer in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Diagnostic / Ultrasound Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities Sound knowledge of radiation control and safety measures. Sound knowledge of Diagnostic/Ultrasound Radiography procedures Computer Skills. Knowledge of relevant Health and Safety Acts. Ability to perform basic quality assurance tests. Problem solving skill.
- DUTIES** : To provide high quality Diagnostic / Ultrasound Radiographic service according to patient's needs. To promote good health practices and ensures optimal care of patients. To execute all clinical procedures competently to prevent complications. To provide a 24 hour radiographic service including weekends and public holidays. To perform reception and/ or clerical duties as required. To compile reports as required in working environment. To comply with safe radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele principles. To insect and utilize equipment professionally and thus ensure compliances with safety regulations. Participate in quality assurance and quality improvement projects. Participate and comply with National Core Standards.
- ENQUIRIES APPLICATIONS** : Mrs. NP Ntengenyane Tel No: 035 901 7115  
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu

**NOTE**

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

**CLOSING DATE**

: 10 February 2023

**POST 03/276**

: **CLINICAL TECHNOLOGIST (CARDIOLOGY) GRADE 1/2/3 REF NO: NGWE 29/2023**

**SALARY**

: R332 427 – R378 318 per annum  
R389 754 – R445 665 per annum  
: R459 126 – R557 184 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional.)

**CENTRE REQUIREMENTS**

: Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Clinical Technologist (Cardiology). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Cardiology). **Grade 01:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 02:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 03:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of twenty one (21) years relevant experience after registration with the Health Professional Council (HPCSA) as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities Sound knowledge of echocardiology. Knowledge of general medical equipment. Good



<b><u>DUTIES</u></b>	:	verbal and written communication skills. Interpersonal and team building skills. Ability to work under pressure and independently.
	:	Render quality echocardiology services to patients. Perform stress ECG's, carotid Doppler and holter monitoring. Perform any other duties relevant to the work situation which may be allocated by the Supervisor. Provide relief duties as and when required and 24 hour coverage for emergencies. Participate in the teaching programme for all personnel within the department. Maintain accurate records and statistics of patients attended to.
<b><u>ENQUIRIES</u></b>	:	Dr. RS Moeketsi Tel No: 035 901 7260
<b><u>APPLICATIONS</u></b>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
<b><u>FOR ATTENTION</u></b>	:	Mr MP Zungu
<b><u>NOTE</u></b>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/277</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING)</u></b> <b><u>REF NO: ILE/02/2023 (X1 POST)</u></b> Component: Career Management & PMDS
<b><u>SALARY</u></b>	:	R331 188 per annum. Office Benefits: 13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<b><u>CENTRE</u></b>	:	Ilembe Health District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). National Diploma / Degree in Human Resource Management/Public Management or Public Administration or relevant equivalent qualifications.3-5 year's appropriate experience in Human Resource Development. Computer Literacy certificate e.g. Ms Office Software. Current and previous experience endorsed and stamped by Human Resource (Employment History) need not be attached on application will only be requested if shortlisted. Recommendations: Possession of driver's license code 8 (B) or 10 (C1).PERSAL Certificate/s. NB all the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge and understanding of Human Resource Management with emphasis of Human Resource Planning and Development. Adequate communication (Verbal and Written) interpersonal and problem solving skills. Ability to maintain high level of confidentiality. Ability to plan and prioritize in the execution of daily tasks.

		Knowledge of PERSAL. Computer literacy, MS Software applications. Problem solving skills. Broad knowledge and understanding of Human Resource Management Legislation i.e. Labour Relation Act, Basic Condition of Employment Act, Grievance and Disciplinary procedures, etc.
<b><u>DUTIES</u></b>	:	Develop, implement and evaluate Human Resource Plan, Employment Equity plan and Workplace Skills plan. Coordinate and monitor the implementation of the Human Resource Development Strategies (HRD) and projects in the District Office: Internship, Bursaries, Workplace integrated learning, Learn ship. Conduct training and manage training needs analysis. Manage the functioning of HRD and planning component in the institution in order to ensure the provisions of high quality services. Develop and maintain a database for HRD training programmes. Compile In-service Training Plan for the District Office and monitor implementation. Develop, implement and maintain Database for Grade progression. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes. Manage and monitor the implementation of EPMDS for all staff in the institution. Coordinate & Facilitate the orientation and induction of employees. Coordinate and Monitor the development Employment Equity & HR Plan. Prepare and submit monthly, quarterly and annual training reports. Facilitate the logistics for institution Health Education Training and Development Committee meetings (IHETDC) other meeting pertaining to the scope of work.
<b><u>ENQUIRIES</u></b>	:	Mr SB Mabika: ILembe Health District Office Tel No: 032 4373500
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450.
<b><u>FOR ATTENTION</u></b>	:	Human Resources Management Department
<b><u>NOTE</u></b>	:	Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/278</u></b>	:	<b><u>SENIOR HUMAN RESOURCE PRACTITIONER –LABOUR RELATIONS)</u></b> <b><u>REF NO: UTHUK 03/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R331 188 – R390 190 per annum (Level 08). Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	Uthukela District Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (National/Senior Certificate).B/Degree/National Diploma in Human Resource Management/Human Science or Administration. A minimum of three to five (3-5) appropriate operational experience in a Labour Relations environment. Valid Driver's License. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR

Department. Recommendation: Knowledge of PERSAL will be an added advantage. Investigating and Presiding Officers Certificate. The ideal candidate must have Knowledge of the legislation and policies governing the area of operation. Ability to mediate and negotiate. Presentation / Facilitation skills. Good conflict management skills. Ability to maintain a high level of confidentiality. Ability to make independent decisions. Good verbal and written communication skills. Strong interpersonal and communication skills.

**DUTIES** : Deal with Grievances, Discipline and misconduct cases in terms of the laid down policies and procedures. Effective implementation and management of the Labour Relations Act within the Institution. Ensure the effective running of Institutional Management and Labour Committee meetings. Participate in the development of Staff Relations strategies and policies. Investigate and preside over disciplinary enquiries. Prepare reports to the Management on staff relations matters. Provide expert advice to managers on the implementation of disciplinary and grievance procedures and other Labour related matters. Represent the employer in Conciliation and Arbitration proceedings. Co-ordinate disciplinary hearings, Labour Relations meetings and workshops. Provide secretarial duties in Labour Relations meetings. Collection, consolidation, capturing and submission of Labour Relations statistics.

**ENQUIRIES** : Ms. Mnguni P.P Tel No: 036 631 2202 (Ext 128)  
**APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith, 3370.

**FOR ATTENTION** : Ms. P.P Mnguni  
**NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

**CLOSING DATE** : 10 February 2023

**POST 03/279** : **SAFETY OFFICER REF NO: MURCH- 07/2023**

**SALARY** : R331 188 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE** : Murchison Hospital  
**REQUIREMENTS** : Senior certificate/Grade 12/Standard 10 or equivalent qualification Appropriate Degree/Diploma in Environmental Health or Safety Management 3-5 years' experience in Safety Environment. Current and previous experience endorsed and stamped by Human Resource (Employment History) to be submitted when the applicant is shortlisted. Recommendation: Possession of driver's license code 8 or 10. Knowledge, Skills and Competencies 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 Skills 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 disasters, medico – legal claim and reporting thereof to the Assistant Director: Systems. To ensure the delegated management and administrative functions are carried out timeously and correctly in order for health and safety to function in the hospital and clinics To ensure safety statistics are captured, analyzed, interpreted and reported To participate in safety investigations for the purpose of investigating 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 institutions in compliance with Occupational Health and Safety Act 85 of 1993 Ensuring that the buildings, construction, plants and machinery meet and maintain compliance certificates that are regulated by 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.

- ENQUIRIES** : Mr Ramharakh Tel No: 039-6877311 ext. 127
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701, Portshepstone, 4240 Or Hand delivered to: Human Resources Department, Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The 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. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV). The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 07/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 10 February 2023
- POST 03/280** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO: VRH 09/2023**
- SALARY** : R331 188 per annum (Level 08), plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Vryheid District Hospital
- REQUIREMENTS** : Senior Certificate / Matric grade 12. Degree / Diploma in Financial Management / Cost and Management Accounting / Financial Accounting / accounting Science / relevant qualification. At least 3-5 years' experience in Public Service within financial administration component (budget & expenditure management / SCM Recommendation: 2 years supervisory experience in Budget & Expenditure / SCM. Valid driver's license Knowledge, Skills, Training and Competencies Required: In depth knowledge of budgeting control and financial management area of operation and associated processes. Good knowledge of Public Financial as well relevant acts and regulations. Interpersonal and problem solving skills. Departmental and transversal system (e.g. BAS, PERSAL & Vulindlela). Good organizational and planning skills ability to make independent decision. Ability to plan, build team spirit and meet deadlines. Knowledge of MS Office Software applications.
- DUTIES** : Authorize commitments, payments and debt, receipts and journals on BAS. Draw, analyse and present financial reports in Cash Flow. Manage suspense accounts and maintain debt files. Consolidate Financial and SCM monthly and quarterly reports. Identify risks and institute control measures to minimize financial risks in all departments. Monitor and Assess finance and SCM monthly and quarterly reports. Oversee the reconciliation of transactions (interface) on PERSAL with BAS. Ensure fairness and transparency e.g. procurement of goods and services in the institution. Ensure safeguarding of

all face value documents. Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered. Ensure that irregular, wasteful, fruitless and unauthorized expenditure are minimized. Attend relevant workshops and in-service training and give feedback to relevant staff members. Develop, implement and monitor measures designed to optimize the collection of revenue. Control and manage record of all asset at the hospital and clinics.

- ENQUIRIES** : Ms S. Nkonyane Tel No: 034 9822111 Ext 5918
- APPLICATIONS** : All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100
- FOR ATTENTION** : Mr SP Nene
- NOTE** : 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. 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](http://www.kznhealth.gov.za). The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. 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. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. 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). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.
- CLOSING DATE** : 10 February 2023
- POST 03/281** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: EMS/01/2023**  
Re: advertisement – applicants who previously applied need to re-applied
- SALARY** : R269 214 – R317 127 per annum (other benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior certificate or equivalent. A minimum of 3 -5 years' Experience in Human Resource Department. Certificate of service of previous and current experience obtainable and endorsed by Human Resource Management. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted). Recommendation: PERSAL knowledge. Computer literacy in MS Word package. Knowledge & Skills sound knowledge in Human Resource Management. Knowledge of health and public, Service legislation, regulations and policies. In depth knowledge of computerized Personnel Administration System (PERSAL). Strong supervisory skills and interpersonal relations skills. Communication skills, written and spoken. Computer skills inclusive PERSAL System.
- DUTIES** : Manage day to day functioning of HR practices section and ensure high quality of service is being provided. Implemented policies and procedures relating to Human Resources. Responsible for all Human Resource Practices such appointments, retirements and resignation procedures, staff establishment, housing scheme, allowances, deductions and leave management. Assist with orientation and induction of staff Practices. Manage performance management and development for HR officer. Ensure effective depth management for in-service and out service staff. Approval of transaction on PERSAL timeously

	:	.Ensure effective utilization of resource in Human Resource component. Assist with Human Resource Management activities as assigned by Assistant Director: HRM.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mr. T.B.Khumalo Tel No: 036 488 1570 EXT 8206
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	:	10 February 2023 @ 16:00
<b><u>POST 03/282</u></b>	:	<b><u>SUPPLY CHAIN CLERK / SUPERVISOR (ACQUISITION &amp; DEMAND) REF NO: UTHUK 04/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R269 214 – R317 127 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Conditional), Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Uthukela District Office
	:	Matric (National Senior Certificate). 3-5 Clerical/Administration experience in Supply Chain Management. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. The ideal candidate must have Possess technical knowledge of SCM practices. Possess knowledge of the legislative and policy framework informing the areas of operation. Be able to provide inputs in terms of policy analysis and system development. Possess high level of integrity and professionalism. Be computer literate with a proficiency in MS Office software application. Possess good conflict resolution skills. Ability to work under pressure and meet the required deadlines. Knowledge of PFMA.
<b><u>DUTIES</u></b>	:	Responsible for the provision of Demand management services. Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Institutional Business and Procurement Plan and in line with the budget. Ensure invitation of quotations from suppliers' are in accordance with SCM policy delegations. Co-ordinate and compile the procurement planning process and compliance to SCM policies. Ensure the effective, efficient and economical management of allocated resources of the division as well as staff development. Manage, evaluate and direct performance of SCM. Ensure compliance with Departmental SCM Policy Framework, Practice Notes and Treasury Regulations and SOPs'. Conduct internal auditing and risk management within the area of responsibility and ensure compliance with departmental policies and guidelines. Supervise, train and develop staff in line with EPMDS and segregation of duties in order to improve service delivery. Provide assistance with the analysis of the trends of the demands for goods and services. Provide assistance to end users 'with the development of specifications for goods and services. Ensure relevant SCM committees are in place.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. Govinder F Tel No: 036 631 2202 (Ext 104)
	:	All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958, Ladysmith, 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms. P.P Mnguni
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be

required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources .No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No subsistence and travelling allowance will be paid for interview attendance.

- CLOSING DATE** : 10 February 2023
- POST 03/283** : **PROFESSIONAL NURSE GENERAL GRADE 1, 2, 3 REF NO: NGWE 30/2023**  
Department: Nursing
- SALARY** : Grade 1: R268 584 – R311 361 per annum  
: Grade 2: R330 320 – R379 356 per annum  
: Grade 3: R400 644 – R507 540 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Diploma / Degree in General Nursing, Psychiatry, Community Health and Midwifery that allows registration with SANC as General Nurse. Registration with SANC as General Nurse. Current SANC receipt. **Grade 1:** No experience required after registration with SANC as Professional Nurse. **Grade 2:** A minimum of ten (10) years appropriate / recognisable experience after registration as Professional Nurse with SANC in General Nursing. **Grade 03:** A minimum of ten (10) years appropriate / recognisable experience after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Relieve the unit Operational manager in her absence and provide reports during her absence. Ensure self-development and motivate human resource development of c-workers. Provide nursing care that leads to improved service delivery. Do meaningful rounds and monitor client satisfaction by communications with patients and relatives. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients Participate in staff development using EPMDS System and other work related programs and training. Maintain accurate and complete patient records. Ensure that equipment and machinery is available and functional at all time. Report challenges and deficiencies within the unit. Perform administrative functions as assigned by the Supervisor. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms. RM Sithole Tel No: 035-901 7258  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 OR Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION** : Mr MP Zungu

- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. A detailed Curriculum Vitae must accompany the application form (Z83). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 10 February 2023
- POST 03/284** : **HEAD OF DEPARTMENT: CHIEF SPECIALIST/ PROFESSOR/ASSOCIATE PROFESSOR/SENIORLECTURER/LECTURE REF NO: M01/2023**  
Cluster: School of Medicine: Discipline of Urology
- SALARY CENTRE REQUIREMENTS** : R259 651 per annum, (OSD)  
: College of Health Sciences  
: Registration/ registrable with Health Professional Council of South Africa in General Urology. Three (3) years' experience after registration /registrability with the HPCSA in General Urology. Masters' degree for appointment at Lecturer level. Appointment at Senior Lecturer level and above should have PhD; Experience in clinical management; Evidence of quality teaching and learning practice; Evidence of management and administrative skills; Computer literacy and a valid driver's licence. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. The Department of Health and the University of KwaZulu-Natal College of Health Science share a common vision of developing the province as a centre of excellence in equitable and effective health service delivery, undergraduate and postgraduate education, and research.
- DUTIES** : We wish to appoint a talented Head of Department who: on the academic side, will lead their discipline and strengthen our focus area in research and implement innovative and effective methods of teaching and research supervision. On the clinical side, the incumbent will manage clinical services in an extended area of the province which promotes the provision of clinical services beyond the major metropolitan centres. The incumbent would be expected to apportion their time and energy appropriately between major centres in the envisaged teaching/service platform (Durban, Pietermaritzburg, Newcastle, Empangeni, and Port Shepstone). The incumbent will also develop research initiatives that focus on the enhancement of service delivery in the context of the burden of disease. Through this, we will increase equality of service delivery, and enhance the development of our decentralized training platform in line with the needs arising from the National Development Plan. The successful candidate without a PhD will be expected to obtain it within five years from the date of assumption of duty.
- ENQUIRIES** : Professor Nc Dlova Tel No: 031 260 4216



**APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION NOTE** : Ms N Mnyandu  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. 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 03/285** : **LAUNDRY MANAGER REF NO: MURCH- 06/2023 (X1 POST)**

**SALARY** : R218 064 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE** : Murchison Hospital

**REQUIREMENTS** : Senior certificate / Grade 12 / Standard 10 1 – 2 years' experience in Clerical /Administrative Current and previous experience endorsed and stamped by Human Resource (Employment History to be submitted when the applicant is shortlisted).Recommendation: Laundry supervisory experience in the health care facility Possession of driver's License code 8 (B) or 10 (C1) Computer literacy certificate. Knowledge, Skills and Competencies: Good communication and interpersonal relations. Ability to work under pressure. Knowledge of the procedures, regulations and relevant prescripts applicable to the area of operation Applicable public service policies, legislation and procedures. Knowledge of office procedures, practices Report writing/planning and organizing skills/ Decision making skills and Problem solving skills Staff supervision/ concern for excellence/ courtesy/ drive and enthusiasm.

**DUTIES** : Manage the Linen Bank as well as all linen staff Perform basic Human Resource Management for Linen staff (dealing with staff grievance, discipline and performance assessment) Manage laundry procedures and provide staff training Repair and marking of linen Maintain hygiene, cleanliness and infection control measures Liaise with service providers Safekeeping of equipment, supplies and linen Contribute towards meeting Ideal Hospital Realization and Management Maintain a healthy and safe environment Maintain adequate Linen supplies and stock control Develop and maintain Policies and procedures and Quality Improvement Programmes Apply inventory control Maintain Hospital Linen and clothing in a good state of repairs Monitor the quality of service delivery Manage the use of resources effectively Main effective communication channels so that information is properly disseminated Control, monitor levels of supplies and control supply orders to wards and departments Active team members of Quality Improvement, Infection Control and other programmes.

**ENQUIRIES APPLICATIONS** : Mr R Ramharakh Tel No: 039-6877311 ext. 124  
: All applications should be forwarded to: Chief Executive Officer, P/Bag X701, Portshepstone, 4240 Or Hand Delivered To: Human Resources Department Murchison Hospital

<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The 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 Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae(CV) The certified copies of qualifications and other relevant documents will be requested only from the shortlisted candidates which may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 01/2022 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) only when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/286</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A (ELECTRICIAN) REF NO: POM 03/2023</u></b>
<b><u>SALARY</u></b>	:	R199 317 - R221 214 per annum, Plus 12% rural allowance and other benefits: 13 <sup>th</sup> Cheque. Medical aid (Optional). Home Owner`s allowance: Employee must meet prescribed requirements.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pomeroy CHC (Maintenance). Grade A: Minimum Requirements for the Post: Valid driver`s license. Trade test certificate in Electrical as per terms of section 13 (2) of the Manpower training Act 1998 as amended. Knowledge; Skills; Training and Competencies Required: Project management. Use of tools and electrical equipment, including power machines. Ability to read relevant drawings and equipment. Identification of spares and equipment. Ability to carry out faulty findings. Occupational Health & Safety. Problem solving analysis Teamwork and creativity. Customer focus and responsiveness. Good communication skills, international skills, negotiation, and planning.
<b><u>DUTIES</u></b>	:	Assume overall control and responsibility for the supervision and guidance of all subordinates in Electrical Division. Compile and submit reports; Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Produce designs specification and within limits of production capability. Inspect and monitor outsourced services at CHC and clinics. Perform operational and maintain functions within the institution and designated clinics. Provide condemning certificate for repairable equipment. Assume overall responsibility for ensuring that planned and unplanned maintenance and repairs is carried out timeously. Compile reports and motivation for new work, personal, services etc. and for the improvement of existing service. Be responsible to ensure cleaning of work place/work is carried out properly. Exercise control of tradesman`s Aid. Exercise control over equipment / tools and keep in good working order. Keep up to date and current equipment register. Do replenishment of all equipment and material used at CHC and clinics. Be responsible for material issued and completing job. Always adhere to safe working practice (in according to the O.H & S. Act 85/1993). Attend safety and practical orientated training courses and lectures. Be prepared to visit primary health care clinic to perform maintenance duties when required. (This is an essential part of the conditions of employment). Must be prepared in times of crisis such as strike, floods etc. to perform other essential

		services. Take responsibility for in-house training and advancement of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. SL Majozi Tel No: (034) 662 3318
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	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. Detailed Curriculum Vitae must accompany the application form (Z83) form. 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 03/2023). 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). NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of bed and breakfast or hotel accommodation Department of Health
<b><u>CLOSING DATE</u></b>	:	10 February 2023
<b><u>POST 03/287</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A (CARPENTRY) REF NO: POM 04/2023</u></b>
<b><u>SALARY</u></b>	:	R199 317 – R221 214 per annum, plus 12% rural allowance and other benefits: 13 <sup>th</sup> Cheque. Medical aid (Optional). Home Owner's allowance: Employee must meet prescribed requirements.
<b><u>CENTRE</u></b>	:	Pomeroy CHC (Maintanance)
<b><u>REQUIREMENTS</u></b>	:	Grade A: Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1998 as amended. Valid Driver Licence. Grade 10 / STD 8 or higher. Shortlisted candidates will submit proof of experience. Knowledge; Skills; Training And Competencies Required: Conflict Management Skills. Knowledge of OHS Act 85 of 1993. Computer Literacy e.g. MS Office. Commitment Skills. Organizational Skills. Team Work. Problem Skills. Time Management Skills. Batho Pele.
<b><u>DUTIES</u></b>	:	Produce designs specification and within limits of production capability. Inspect and monitor outsourced services at CHC and clinics. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Monitor compliant of building, and provide recommendation. Repair equipment and facilities according to standards. Test repaired equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Provide condemning certificate for unrepeatabe equipment. Do replenishment for required equipment and materials at the facility. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical to improve expertise.
<b><u>ENQUIRIES</u></b>	:	Mr. SL Majozi Tel No: (034) 662 3318

- 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](http://www.kznhealth.gov.za) and must be originally signed and dated. Detailed Curriculum Vitae must accompany the application form (Z83) form. 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 04/2023). 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).NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews. Accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No Interim Accommodation in a form of bed and breakfast or hotel accommodation.
- CLOSING DATE** : 10 February 2023

**DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : Direct or hand deliver applications for all advertised posts to the address as indicated below: - Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200.
- FOR ATTENTION** : Ms B Mchunu
- CLOSING DATE** : 10 February 2023
- NOTE** : Reference is made to DPSA Circular No. 05 of 2022. The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum vita. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disability. 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). The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency-based assessment, technical assessment, and to disclose financial interests in accordance with relevant prescripts. Candidates will be assessed and selected in accordance with the relevant measures that apply to

employment in the Public Service. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

#### **MANAGEMENT ECHELON**

- POST 03/288** : **DISTRICT DIRECTORS (X5 POSTS)**
- SALARY CENTRE** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)  
 : uMgungundlovu, UMkhanyakude, UMzinyathi, UThukela and uGu District  
 Ref No: DSD01/01/2023UMGU  
 Ref No: DSD02/01/2023UMKHA  
 Ref No: DSD03/01/2023UMZI  
 Ref No: DSD04/01/2023UTHUK  
 Ref No: DSD05/01/2023UGU
- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Profession as a Social Worker, Current Registration with the South African Council for Social Service Professions as a Social Worker, SMS Pre-entry certificate for the Senior Management Service (Nyukela Certificate), A valid Driver's License; 5 years of experience in middle/senior managerial level. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Labour Registrations Act; Public Finance Management Act; Treasury Regulations; Fraud Prevention Strategies; Welfare Laws; Non-Profit Organizations Act; Basic Conditions of Employment Act; Employee Performance Management and Development System; Public Participation; Service Delivery Frameworks; Social Dynamics of KwaZulu-Natal Communities; Provincial Growth and Development Plan. Skills: Strategic Capability and Leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Numeracy and Driving.
- DUTIES** : Manage the provision of social welfare services. Manage the provision of services to children and families. Manage the provision of restorative services. Manage and facilitate the provision of community development. Manage the provision of quality assurance. Manage the provision of corporate services. Provide leadership and strategic direction to the District and inputs to the Department Strategy. Manage resources of the District and provide inputs to Policies.
- ENQUIRIES** : Ms NJ Mzizi (UMgungundlovu & UGu) Tel No: 033 341 7906  
 Mr BM Gumede (uMkhanyakude) Tel No: 035 874 8705  
 Mr ST Mphuthi (uMzinyathi & uThukela) Tel No: 036 634 6600

#### **OTHER POSTS**

- POST 03/289** : **SERVICE OFFICE MANAGERS (X26 POSTS)**
- SALARY CENTRE** : R908 502 per annum (Level 12), (all-inclusive remuneration package)  
 : Babanango; Mahlabathini; KwaNgwanase; Ingwavuma; Bergville; Ekuvukeni; Kranskop; Greytown; Inanda; Chartsworth; KwaDukuza; Mpumalanga; Pietermaritzburg; Richmond; Mpofana; Umshwati; Umuziwabantu; Ezingolweni; Port Shepstone; Umdoni; Umzumbe; Phungashe; Greater Kokstad; uMzimkhulu; Hlanganani and Umfolozi Service Office  
 Ref No: DSD06/01/2023BABANA  
 Ref No: DSD07/01/2023MAHLA  
 Ref No: DSD08/01/2023NGWA  
 Ref No: DSD09/01/2023INGWAV  
 Ref No: DSD10/01/2023BERG  
 Ref No: DSD13/01/2023EKUV  
 Ref No: DSD14/01/2023KRANS  
 Ref No: DSD15/01/2023GREY  
 Ref No: DSD16/01/2023INAND  
 Ref No: DSD17/01/2023CHARTS  
 Ref No: DSD18/01/2023KWADUK  
 Ref No: DSD19/01/2023MPUM

Ref No: DSD20/01/2023PMB  
 Ref No: DSD21/01/2023RICH  
 Ref No: DSD22/01/2023MPOF  
 Ref No: DSD23/01/2023UMSHW  
 Ref No: DSD24/01/2023UMUZ  
 Ref No: DSD25/01/2023EZING  
 Ref No: DSD26/01/2023PORT  
 Ref No: DSD27/01/2023UMDN  
 Ref No: DSD28/01/2023UMZUM  
 Ref No: DSD29/01/2023PHUNGA  
 Ref No: DSD30/01/2023KOK  
 Ref No: DSD31/01/2023UMZIM  
 Ref No: DSD32/01/2023HLANG  
 Ref No: DSD33/01/2023UMFO

**REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Current Registration with the South African Council for Social Services Profession as a Social Worker; A valid driver's license; 3 to 5 years' junior managerial experience in Social Work after registration as a Social Worker with the SACSSP. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counselling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy and Language skills.

**DUTIES** : Manage comprehensive integrated social developmental services within a Local Municipal area. Ensure the provision of Social Welfare Services. Ensure the provision of Community Development Services. Ensure the provision of Corporate Support Services. Ensure the implementation of Departmental policies and other relevant legislations in the day to day running of the service office. Manage the resources of the Service Office.

**ENQUIRIES** : Ms SH Mfeka (Babanango & Mahlabathini) Tel No: 035 874 8706  
 Ms DN Mbonambi (KwaNgwanase & Ingwavuma) Tel No: 035 794 5018  
 Ms MN Memela (Bergville & Ekuvukeni) Tel No: 036 634 66 00  
 Mr TC Khanyile (Kranskop & Greytown) Tel No: 034 299 7578  
 Ms RM Ntombela (Inanda) Tel No: 031 336 8704  
 Ms NC Gebashe (Chartsworth & Mpumalanga) Tel No: 031 336 8700  
 Ms NW Dlodla (KwaDukuza) Tel No: 031 336 8843  
 Ms NND Nondabula (Pietermaritzburg, Richmond, Mpofana & Umshwati) Tel No: 033 341 7904  
 Ms BE Zulu (Umuziwabantu, Ezingolweni, Port Shepstone, Umdoni, Umzumbhe & Phungashe) Tel No: 039 682 7506  
 Ms SM Sikhakhane (Greater- Kokstad, uMzimkhulu & Hlanganani) Tel No: 039 259 7043  
 Mr ND Mchunu (UMfolozi) Tel No: 035 794 5018

**POST 03/290** : **FACILITY MANAGERS (X4 POSTS)**

**SALARY CENTRE** : R908 502 per annum (Level 12), (all-inclusive remuneration package)  
 : Madadeni Substance Abuse Treatment and Rehabilitation Centre, Khanyani Treatment Centre for Children; Princess Mkabayi Child and Youth Care Centre; Ngwelezane Child and Youth Care Centre  
 Ref No: DSD34/01/2023MAD  
 Ref No: DSD35/01/2023KHANY  
 Ref No: DSD36/01/2023PRINC  
 Ref No: DSD37/01/2023NGWE

**REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Current Registration with the South African Council for Social Services Profession as a Social Worker, A valid Driver's License; 3-5 years' junior managerial

experience as a social worker with the SACSSP. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counselling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy and Language skills.

**DUTIES** : Coordination the delivery of social welfare services. Manage care and support services. Manage paramedical and support services. Ensure effective and efficient provision of corporate support services. Provide advice, guidance and inputs to policies. Manage resources of the Facility.

**ENQUIRIES** : Ms ZB Mdlalose (Madadeni & Khanyani Treatment Centres) at 017 735 3822  
Mr TC Khanyile (Princess Mkabayi CYCC) Tel No: 034 299 7578  
Mr ND Mchunu (Ngwelezane CYCC) Tel No: 035 794 5018

**POST 03/291** : **SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES GRADE 1 (X5 POSTS)**

**SALARY CENTRE** : R831 015 per annum, (all-inclusive remuneration package)  
: Harry Gwala; UMkhanyakude; UThukela and Zululand Districts (X2 posts)  
Ref No: DSD38/01/2023HARRY  
Ref No: DSD39/01/2023UMKH  
Ref No: DSD40/01/2023UTHUK  
Ref No: DSD41/01/2023ZUL  
Ref No: DSD42/01/2023ZUL

**REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work Registration with the South African Council for Social Services Professions as a Social Worker, Current Registration with the South African Council for Social Service Professions as a Social Worker, A valid Driver's License; A minimum of ten (10) years' experience in Social Work after registration as Social Worker with the SACSSP. Knowledge: Expert skills to challenge structural source of poverty, inequality, oppression, discrimination, and exclusion; Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. The ability and competence to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. Skills: Communication; Listening; Interpersonal; Computer, Research; Problem solving; Advance Report writing; Conflict management; Time Management, Advanced welfare counselling; Analytical thinking; Presentation; Financial management; Leadership and Driving.

**DUTIES** : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area (s) of specialization with regard to the care, support, protection and development of vulnerable individuals, group, families and communities through the relevant programmes in partnership with stakeholders. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with new developments in the social work field to enhance service delivery. Plan and ensure that social work research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES** : Ms SM Sikhakhane (Harry Gwala) Tel No: 039 259 7043  
Ms DN Mbonambi (uMkhanyakude) Tel No: 035 571 1001  
Ms MN Memela (uThukela) Tel No: 036 634 66 00  
Ms SH Mfeka (Zululand) Tel No: 035 874 8506

<b><u>POST 03/292</u></b>	:	<b><u>MANAGER: COMMUNITY DEVELOPMENT: GRADE 1 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R831 015 per annum, (all-inclusive remuneration package) Harry Gwala; uMzinyathi and uThukela District Ref No. DSD43/01/2023HG Ref No: DSD44/01/2023UMZI Ref No: DSD45/01/2023UTHUK
<b><u>REQUIREMENTS</u></b>	:	Qualifications: A Bachelor's Degree in Community Development/ Development studies; A minimum of 10 years' experience recognized experience in Community Development after obtaining the required Qualification; A valid driver's license. Knowledge: Extensive knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behaviour, its inter- relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Knowledge of Public Service Management Framework, i.e PFMA and Labour Relations, Skills; Communication; presentation; Problem solving; complex research; Financial management; Project Management; Computer literacy; Policy formulation and implementation; Complex reports writing and Driving.
<b><u>DUTIES</u></b>	:	Manage the identification, facilitation and implementation of integrated development interventions (Youth and Women Development, Institutional Capacity Building and Support for NPOs, Poverty Alleviation, Sustainable Livelihood and Community Mobilization) in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilization of resources by the unit/sub directorate. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/ maintain the relevant acts and policies and develop new policies where required. Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken.
<b><u>ENQUIRIES</u></b>	:	Ms SM Sikhakhane (Harry Gwala) Tel No: 039 259 7043 Mr TC Khanyile (uMzinyathi) Tel No: 034 299 7578 Ms MN Memela (uThukela) Tel No: 036 634 66 00
<b><u>POST 03/293</u></b>	:	<b><u>COMMUNITY DEVELOPMENT PRACTITIONER: GRADE 1 (X15 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	Grade 1: R227 550 per annum, (all-inclusive remuneration package) Richmond; Vulindlela; Umzumbe; Umuziwabantu; Phungashe; Hlanganani; Ubuhlebezwe; Durban; Inanda; KwaDukuza; EMadlangeni; Nquthu; Nkandla; Umfolozi and Phongola Service office Ref No: DSD46/01/2023RICH Ref No: DSD47/01/2023VUL Ref No: DSD48/01/2023UMZU Ref No: DSD49/01/2023UMUZ Ref No: DSD50/01/2023PHUNG Ref No: DSD51/01/2023INGWE Ref No: DSD52/01/2023UBUHLE Ref No: DSD53/01/2023DBN Ref No: DSD54/01/2023INAD Ref No: DSD55/01/2023KWAD Ref No: DSD56/01/2023EMADLA Ref No: DSD57/01/2023NQU Ref No: DSD58/01/2023NKAN Ref No: DSD59/01/2023UMFO Ref No: DSD60/01/2023PHONG
<b><u>REQUIREMENTS</u></b>	:	Qualifications: A Bachelor's Degree in Community Development/ Development studies; A valid driver's license. Knowledge: Public Service Act, Public Service Regulations, Batho Pele Principles, Knowledge and understanding of human behaviours and social system and legislation to assist with intervention at the



point where people interact with their environment in order to promote self-empowerment, Community development work, skills, attitude and values of communities; Ability and competence to co-ordinate community development structures, and ability to manage projects; Ability to influence individuals and groups to participate in their own self-empowerment. Knowledge and understanding of human behaviour and Social systems, legislation; understanding of social dynamics of communities, Employee performance Management and Development System. Skills; Computer literacy, Planning and organizing, Communication; Financial management; Interpersonal, Presentation and Facilitation, Monitoring and Evaluation, Project Management, Research, report writing, Problem solving, Numeracy, Language, Driving.

**DUTIES** : Identify and facilitate the implementation of integrated community development interventions (Youth and Women Development, Institutional Capacity Building and Support for NPOs, Poverty Alleviation, Sustainable Livelihood and Community Mobilization) in partnership with the community and other relevant stakeholders. Liaise and Coordinate with all relevant role players, internal and external (in Departments/Provinces, NGOs, Local Community Structures and Faith Based Organizations). To facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery.

**ENQUIRIES** : Ms PP Khuzwayo (Richmond Service Office) Tel No: 033 212 2266  
 Ms NP Mthethwa (Vulindlela Service Office) Tel No: 033 505 0087  
 Ms BA Mathaba (Umzuzwabantu Service Office) Tel No: 039 433 1010  
 Ms P Ngesi (Umzumbi Service Office) Tel No: 039 972 1434  
 Ms CM Mnguni (Phungashe Service Office) Tel No: 039 835 7251/3  
 Ms T Ngcobo (Ubuhlebezwe Service Office) Tel No: 039 834 1176  
 Ms H Ndobe (Hlanganani Service Office) Tel No: 039 832 0017  
 Ms P Moodley (Durban Service Office) Tel No: 031 360 5400  
 Ms CT Mntambo (Inanda) Tel No: 031 510 1569  
 Ms NKN Khuluse (KwaDukuza Service Office) Tel No: 032 552 5246  
 Ms PN Mthethwa (Emadlangeni Service Office) Tel No: 034 331 4456  
 Ms NNN Hadebe (Nguthu Service Office) Tel No: 034 237 1192  
 Ms IZ Msomi (Nkandla Service Office) Tel No: 035 833 7700  
 Ms BT Mbuyazi (Umfolozu Service Office) Tel No: 035 787 6340  
 Ms HJ Mthembu (Phongola) Tel No: 034 413 1093

**POST 03/294** : **REGISTRY CLERK REF NO: DSD61/01/2023HO**

**SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)  
 : Head Office  
 : Qualifications: Grade 12/ Senior Certificate. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Service Delivery Framework, Archives Act, Promotion of Access to Information, Records Management Prescripts. Skills: Computer literacy, Writing, Numeracy, Language, Communication; Interpersonal relations; Organizing.

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

**ENQUIRIES** : Mr KC Kheswa Tel No: 033 264 5406

**POST 03/295** : **DRIVER/ MESSENGER REF NO: DSD62/02/2023HO**

**SALARY CENTRE REQUIREMENTS** : R151 884 per annum (Level 04)  
 : Head Office  
 : Qualifications: Grade 10, 7-12 months experience in driving. Knowledge:- Knowledge of the procedure to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables ( e.g petrol) and obtain basic services ( e.g. fixing flat tyre); Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; knowledge of the procedures to ensure that the motor vehicle is maintain properly; Knowledge of the procedures to perform messenger functions and routine office support

functions like registry functions and the making of photocopies; knowledge of the Cities in which the functions will be performed. Skills Language; Writing; Computer Literacy; Driving; Communications; Interpersonal; Planning; Organizing.

**DUTIES**

: Drive light and medium vehicles to transport passengers and deliver other items (mail and documents) Do routine maintenance on the allocated vehicle and report defects timely; complete all the required and prescribed records and logs books with regard to the vehicle and goods handled. Render a clerical support/ messenger service in the office.

**ENQUIRIES**

: Mr KC Kheswa Tel No: 033 264 5406

**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** : 10 February 2023

**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. 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](http://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) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

**OTHER POSTS**

**POST 03/296** : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/JAN/23/45**  
(Re-Advertisement)

**SALARY** : R908 502 per annum, (all-inclusive remuneration package)

**CENTRE** : Piet Retief Hospital (Gert Sibande District)

**REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in a Health related field as recognized by SAQA. Registration with relevant Professional Council plus a Degree / Diploma in Health Management. Five (5) years' experience in health management service environment. Valid driver's licence. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery

**DUTIES**

innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

: To plan, direct co-ordinate and manage the efficient and effective delivery of health / medical and administrative support services at the hospital within the prevailing legal and statutory framework through working with the key executive management team at the hospital, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes, development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services.

**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](http://www.mpuhealth.gov.za)

**POST 03/297**

: **DEPUTY DIRECTOR: PARTNERSHIP (STAKEHOLDER MANAGEMENT AND SUPPORT-HAST) (REPLACEMENT) REF NO: MPDOH/JAN/23/46**

**SALARY**

: R908 502 per annum, (all-inclusive remuneration package)

**CENTRE**

: Provincial Office, Mbombela (Nelspruit)

**REQUIREMENTS**

: Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Health, Social Sciences or related as recognized by SAQA with at least 3 to 5 years' experience of which three (3) years must be at supervisory level (ASD) in HIV, AIDS, STIs and TB (HAST) programmes and/or the Public Service. A valid driver's licence (with exception of people with disabilities). Key Competencies: Planning and Organising. Adhering to Principles and Values. Writing and Reporting (Reporting procedures). Working with People. Creating and Innovating. Presenting and Communicating Information. Skills: Presentation skills, People Management skills, Financial Management skills, Time Management, Report writing skills, Co-ordination skills, Strategic planning skills, Computer skills, Sound knowledge, skills and experience in Contract Management, in particular MOUs/MOAs and SLAs. Excellent verbal and written communication skills. Ability to work, independently and under pressure.

- DUTIES** : Develop, update and keep stakeholders' profiles and database – conduct mapping of all stakeholders working with the Department of Health and on health related matters in the province. Forster and enhance strategic partnerships and good relations with HAST stakeholders. Advocate for HAST stakeholders' agreements and collaborations to support the Department's objectives and deliverables. Mobilize resources to support the department's policies. Develop and maintain collaborative relationships with donor funded organizations, relevant government agencies and other NPOs to support the Department's objectives and deliverables. Facilitate the process of entering into HAST agreements with stakeholders through MOUs/MOA and/or SLAs. Management of all HAST MOUs/MOAs and/or SLAs. Conduct monitoring at health facilities and funded NGOs on monthly basis. Coordinate and facilitate quarterly and annual HAST Partner's meetings. Co-ordinate the compilation and ensure the submission of the Directorate's performance reports (Compile and submit monthly, quarterly and annual reports). Participate in the development of the Unit's business plan. Support the development and implementation of work plans by relevant stakeholders. Management of Human, Financial and Physical resources. Provide technical support to the Director. Develop and keep a stakeholders' profiles and database.
- 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](http://www.mpuhealth.gov.za)
- POST 03/298** : **DEPUTY MANAGER NURSING (PN-A8): MENTAL HEALTH AND SUSTANCE ABUSE REF NO: MPDOH/JAN/23/47**  
(Re-Advertisement)
- SALARY** : R881 961 – R992 634 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Provincial Office, Mbombela (Nelspruit)  
Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Health Sciences that allows registration with health regulatory body of South Africa. A minimum of nine (9) years appropriate / recognisable experience as health professionals . At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level in Mental Health Services. Core competencies: Knowledge of mental health services, communication skills, financial management, planning and organisation, monitoring and evaluation. Project management. Registration with relevant health regulatory body of South Africa. Basic computer literacy. A valid driver's licence and be prepared to travel.
- DUTIES** : Coordinate and Support the existing strategy in line with Mental Health Act 17 of 2002, policies and guidelines. Develop a Comprehensive strategy to combat substance abuse, Coordinate and support the provision of the forensic mental health services. Coordinate the establishment of the mental health community services in the province. Ensure effective communication and collaboration with all stakeholders in order to maintain existing mental health services. Provide technical support to districts on matters relating to mental health. Monitor program performance using available tool and innovative method to strengthen the program. Develop monitoring framework that will provide for participation of all stakeholders. Develop and implement the strategies in line with provincial policies, guidelines and ensure integration with other programs.
- 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](http://www.mpuhealth.gov.za)
- POST 03/299** : **MEDICAL OFFICER GRADE 1: (REPLACEMENT) REF NO: MPDOH/JAN/23/48**
- SALARY** : R858 528 - R924 876 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Embhuleni Hospital (Gert Sibande District)  
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 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. 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. 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](http://www.mpuhealth.gov.za)

**POST 03/300** : **ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/JAN/23/49**

**SALARY** : R642 942 – R723 624 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Nkomazi Sub-district (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) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2023). At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid driver's licence.

**DUTIES** : Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and

organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.

- 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](http://www.mpuhealth.gov.za)
- POST 03/301** : **OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENT)**  
**REF NO: MPDOH/JAN/23/50**
- SALARY** : R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Siyabuswa CHC (Nkangala District)
- REQUIREMENTS** : 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 Primary Health Care. 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.
- DUTIES** : 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.
- 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](http://www.mpuhealth.gov.za)

**POST 03/302** : **OPERATIONAL MANAGER (PN-B3): MATERNITY (REPLACEMENT) REF NO: MPDOH/JAN/23/51**

**SALARY** : R588 378 – R662 220 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Embhuleni Hospital (Gert Sibande 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](http://www.mpuhealth.gov.za)

**POST 03/303** : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): INFECTION PREVENTION AND CONTROL (REPLACEMENT) REF NO: MPDOH/JAN/23/52**

**SALARY** : R464 466 - R522 756 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Matikwana Hospital (Ehlanzeni District)  
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.



- DUTIES** : Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.
- 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](http://www.mpuhealth.gov.za)
- POST 03/304** : **OPERATIONAL MANAGER (PN-A5): MEDICAL FEMALE WARD (REPLACEMENT) REF NO: MPDOH/JAN/23/53**
- SALARY** : R464 466 - R522 756 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Evander Hospital (Gert Sibande 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. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, 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 Nursing Services as an Operational Manager in Male Medical ward. 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](http://www.mpuhealth.gov.za)
- POST 03/305** : **PROFESSIONAL NURSE GRADE 1-2 (PN-B1-2): OPERATING THEATRE REF NO: MPDOH/JAN/23/54 (X2 POSTS)**
- SALARY** : R400 644 – R606 042 per annum, (Depending of years of experience in terms of OSD).
- CENTRE REQUIREMENTS** : Rob Ferreira Hospital (Ehlanzeni 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 Operating Theatre Science. **Grade 1:** A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. **Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC.in General Nursing. At least ten (10) years of the period above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies: Extensive knowledge of Act, policies, protocols, procedures of nursing practices. Excellent verbal and written communication skills as well as sound interpersonal skills. Recommendations: Ability to work effectively in a multi-disciplinary team. 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](http://www.mpuhealth.gov.za)

**POST 03/306** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA AND EMERGENCY (REPLACEMENT) REF NO: MPDOH/JAN/23/55**

**SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Bethal Hospital (Gert Sibande 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 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.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Trauma and Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, 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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 03/307</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/JAN/23/56</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Piet Retief 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 nursing 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 03/308</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1-2 (PN-B1-2): NEPHROLOGY REF NO: MPDOH/JAN/23/57 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R606 042 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rob Ferreira Hospital (Ehlanzeni 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 Nephrology Science. Grade 1: A minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Grade 2: A minimum of fourteen (14) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC.in General

		Nursing. At least ten (10) years of the period above must be appropriate / recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies: Extensive knowledge of Act, policies, protocols, procedures of nursing practices. Excellent verbal and written communication skills as well as sound interpersonal skills. Recommendations: Ability to work effectively in a multi-disciplinary team. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	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, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makoropo 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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 03/309</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY (REPLACEMENT) REF NO: MPDOH/JAN/23/58</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Embhuleni 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 nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery 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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Labour Ward 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.

<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 03/310</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC (REPLACEMENT) REF NO: MPDOH/JAN/23/59</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Perdekop CHC (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 nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care 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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care 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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 03/311</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU (REPLACEMENT) REF NO: MPDOH/JAN/23/60</u></b>
<b><u>SALARY</u></b>	:	R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rob Ferreira Hospital (Ehlanzeni) 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 an Intensive Care 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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Intensive Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and

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

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 03/312** : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC (REPLACEMENTS) REF NO: MPDOH/JAN/23/61 (X4 POSTS)**

**SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Phola-Nsikazi CHC (2), Mthimba Clinic and Kabokweni CHC (Ehlanzeni 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 (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 Primary Health Care 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 Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 03/313** : **LECTURER GRADE 1 (PN-D1): EMBHULENI HOSPITAL SUB-CAMPUS (REPLACEMENT) REF NO: MPDOH/JAN/23/62**

**SALARY** : R400 644 – R464 466 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Mpumalanga College of Nursing, Kabokweni

<b><u>REQUIREMENTS</u></b>	:	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 (2023). A minimum of four (4) years appropriate / recognisable nursing experience after registration as 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. 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.
<b><u>DUTIES</u></b>	:	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 determine 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.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 03/314</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 (REPLACEMENT) REF NO: MPDOH/JAN/23/63</u></b>
<b><u>SALARY</u></b>	:	R332 427 – R378 318 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Bethal Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA.. Hospital experience and extensive knowledge in Occupational Health and Safety 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.
<b><u>DUTIES</u></b>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation

		equipment and report faults, apply reject analysis, Adhere to policies and protocols.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 03/315</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION (REPLACEMENT) REF NO: MPDOH/JAN/23/64</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Integrated Health Planning: specifically Monitoring and Evaluation, Quality Assurance, Information Management, Research and Strategic Planning or Degree / Diploma in Public Management / Administration, Office Management or equivalent plus three (3) years relevant experience in Integrated Health Planning: specifically Monitoring and Evaluation, Quality Assurance, Information Management, Research and Strategic Planning. Knowledge of the Integrated Health Planning systems: EQPRs, DHIS and Ideal Clinic/Hospital and LOGIS. Knowledge of the M&E framework and other legislative framework regulating M&E. The following skill will serve as a recommendation: Report writing, desktop research skills, analytical skills or/and statistics skills. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning, execution, monitoring and evaluation skills and good leadership skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Support Directors on systematic monitoring framework to improve the qualitative and quantitative evidence gathered to inform performance improvement. Provide technical support to programmes, particularly in relation to monitoring & evaluation reporting processes. Provide technical support on the collect and consolidate monthly, quarterly, and annual performance reports. Provide support in data analytics to promote data use, quality reports, publication, and technical M&E dashboards. Provide support on frontline services delivery. Support coordination of quarterly and annual reviews. Provide/supervise logistical support to the Integrated Health Planning Unit.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 03/316</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (REPLACEMENT) REF NO: MPDOH/JAN/23/65</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Supply Chain Management or Degree / Diploma in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal, 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.
<b><u>DUTIES</u></b>	:	Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients,



chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries.

**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](http://www.mpuhealth.gov.za)

**POST 03/317** : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (REPLACEMENT) REF NO: MPDOH/JAN/23/66**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum, (plus service benefits)  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Integrated Health Planning: specifically Monitoring and Evaluation, Quality Assurance, Information Management, Research and Strategic Planning or Degree / Diploma in Public Management / Administration, Office Management or equivalent. Knowledge of the Integrated Health Planning systems: DHIS, Tier.Net, Ideal Clinic/Hospital and LOGIS. The following skills will serve as a recommendation: analytical skills and/or statistics skills. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning, execution, information monitoring skills and good leadership skills. Valid driver's licence.

**DUTIES** : Support the implementation and coordination of data flow policy and data quality strategies on performance information in the province. Support directors on data collection on a monthly and quarterly basis. Support facilities and districts on data quality, data analysis and data clean-up. Provide logistical support on training and capacity building of information officers and data capturers. Support audit processes and the implementation of performance audits for all facilities. Provide / supervise logistical support to the Integrated Health Planning 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](http://www.mpuhealth.gov.za)

**POST 03/318** : **CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION (REPLACEMENT) REF NO: MPDOH/JAN/23/67**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum, (plus service benefits)  
: Matikwana Hospital (Ehlanzeni District)  
: Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree in Public Administration / Management or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence Code B will serve as an added advantage.

**DUTIES** : Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing

system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and 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](http://www.mpuhealth.gov.za)

**POST 03/319** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY (REPLACEMENTS) REF NO: MPDOH/JAN/23/68 (X4 POSTS)**

**SALARY** : R268 584 – R311 361 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Daggakraal CHC, Pixley Ka Seme Sub-district (Gert Sibande District) and Tintswalo Hospital and Msogwaba Clinic (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). 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.

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

**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](http://www.mpuhealth.gov.za)

**POST 03/320** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 (REPLACEMENTS) REF NO: MPDOH/JAN/23/69 (X2 POSTS)**

**SALARY** : R217 854 – R245 409 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Volksrust Clinic (Gert Sibande District) and Middelburg Hospital (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12. Registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). 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.

**DUTIES** : 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.

**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](http://www.mpuhealth.gov.za)

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

**This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.**

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows:  
The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13<sup>th</sup> Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 13 February 2023
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. The Department reserves the right not to make any appointment(s) to the above post. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

**OTHER POSTS**

- POST 03/321** : **DEPUTY DIRECTOR: LEGAL SERVICES AND LABOUR RELATIONS REF NO: NCDEDAT/2023/04**
- SALARY** : R766 584 – R903 006 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Kimberley Office  
Tertiary qualification in Law / Labour Law (LLB). 3-5 Years relevant experience at Assistant Director Level. Proven Experience in Legal Administration and Labour Relations. Valid driver's licence.

- DUTIES** : Manage and monitor the labour relations functions in the department. Manage and monitor the legal services function. Management and supervision of the sub-directorate. Prepare legal advice and opinions. Draft SLA's. Liaise with the office of the State Attorney. Manage the relationship with organized labour within the department and other external stakeholders. Skills & Knowledge: Ability to communicate ideas and issues in a tactful, influential manner, verbally and in writing, both formally and informally. Problem solving, Computer Literacy, analytical, organizing and planning, report writing, decision making, negotiation, facilitation and conflict management skills. Knowledge: Policy analysis and development, Monitoring systems and procedures, relevant legislations and related policies, Labour Relations and Law, Employee Assistant Programmes, Health and Safety, Gender issues.
- ENQUIRIES** : Mr T. Ngamole Tel No: (053) 839 4013
- POST 03/322** : **ASSISTANT DIRECTOR: RESEARCH AND POLICY COORDINATION REF NO: NCDEDAT/2023/02**  
(Re-advertisement, applicants who previously applied must re-apply)
- SALARY** : R393 711 - R463 764 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Kimberley Office  
: Three year recognized tertiary qualification (National Diploma NQF 6 or Degree NQF 7) in Economics or Statistics or equivalent. 3-5 Years relevant experience. Valid driver's licence. Added advantage: A post graduate qualification in economics or statistics.
- DUTIES** : Research, review and analyse existing and new economic policies to inform economic planning. Manage the co-ordination of the Departmental Economic cluster Plans. Coordinate internal and external stakeholders to monitor the implementation of provincial strategies and plans and ensure alignment to national policies. Assist in conducting Economic analysis to inform policy and strategy formulation. Coordinate the departmental inputs to SOPA and Budget Speech and monitor implementation of commitments. Supervise and mentor junior staff. Monthly and quarterly reporting. Skills & Knowledge: Problem solving, communication, computer Literacy, interpersonal, policy development, stakeholder relations, analytical, mathematics, conflict management report writing skills. Knowledge of Research Methodology, Financial Management, Planning, Organizing and economic analysis.
- ENQUIRIES** : Ms MR Musa Tel No: (053) 839 4076
- POST 03/323** : **ADMIN OFFICER: ECONOMIC EMPOWERMENT AND ENTERPRISE DEVELOPMENT REF NO: NCDEDAT/2023/01**
- SALARY** : R269 214 - R317 127 per annum, plus benefits. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Kimberley Office  
: Three year recognized tertiary qualification (National Diploma NQF 6 or Degree NQF 7) in Business Management or equivalent. Two years' experience in Business Management or Economics environment. Valid drivers license.
- DUTIES** : Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate Skills & Knowledge: Ability to communicate ideas and issues in a tactful, influential manner, verbally and in writing, both formally and informally. Problem solving, computer literacy, numeracy, analytical skills, organizing and report writing. Knowledge of prescripts and legislation that inform Economic Development programmes, strategies and functioning of government.
- ENQUIRIES** : Ms MR Musa Tel No: (053) 839 4076

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

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

- APPLICATIONS** : The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Kegomoditswe Makaota. Applications may be emailed to [kmakaota@nwpg.gov.za](mailto:kmakaota@nwpg.gov.za)
- CLOSING DATE** : 10 February 2023 at 15H30
- NOTE** : Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, [www.dpsa.gov.za](http://www.dpsa.gov.za). Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Emailed applications will be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts and positions with requisite skills will be subjected to a technical exercise that intends to test relevant technical elements of the job. Appoint applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but cannot before they successfully obtain the certificate. The National School of government offers (SMS Pre-Entry Programme), information can be accessed via this link: <https://www.thensg.gov.za>. The appointee to SMS post must be in possession of such, prior to taking up the post.

**MANAGEMENT ECHELON**

**POST 03/324** : **HEAD OF DEPARTMENT REF NO: 70/2022/23**  
(5-Year Contract)

**SALARY** : R1 590 747 per annum, all-inclusive flexible remuneration package, (salary level 15) plus 10% non-pensionable Head of Department's monthly allowance. The all-inclusive remuneration package consists of a basic salary of either 60% and 40% or 70 % and 30% flexible portion structured according to personal needs. The successful candidate must enter into a performance agreement and sign employee contract.

**CENTRE REQUIREMENTS** : Mahikeng  
Grade 12 Certificate. An undergraduate qualification (NQF Level 7) plus a Postgraduate qualification (NQF Level 8) in Public Administration or any qualification related to Management Studies with policing and/or transport as an added advantage. A minimum of 8 years of senior managerial experience within the Safety & Security Sector and/or Transport Sector of which at least three (3) years must be with any organ of state as defined by the Constitution, Act 108 of 1996. No criminal Record. Competencies: Strategic capacity and dynamic leadership skills. Programme and project management skills. Strong financial management skills. Problem- solving and conflict management skills. People management and empowerment skills. Client orientation and customer focus. Highly developed communication, networking and presentation skills. Honesty and integrity. Excellent in-depth knowledge of, and insight into all applicable policy frameworks governing the public sector in relation to the Safety or Transport environment. Capability to perform all the assigned functions. Computer Literacy.

**DUTIES** : Reporting to the MEC for Community Safety and Transport Management; the incumbent will provide strategic and operational support to the Office of the Executive Authority and serve as the Accounting Officer of the Department as prescribed in the Public Finance Management Act and Public Service Act, 1994. Provide strategic leadership to the Department and ensure the effective coordination, integration and implementation of Community Safety and Transport Management Prescripts, Services and Programmes in the Province. In addition to serving as the Accounting Officer of the Department, the incumbent will be directly responsible for the following within the framework of the Departmental Strategic Plan. Manage and Oversee the management of provincial Secretariat oversight functions over Police Services within the Province. Oversee the management of Transport Regulations and Road Safety in the Province. Oversee the management of Transport Operations in the Province. Oversee the management of District Coordination and Government Fleet Services. Liaise with and co-ordinate partnerships with other governmental, non-governmental institutions and other partners.

**ENQUIRIES** : Ms. VT Leteane Tel No: 018 200 8056/55

**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.

**ERRATUM:** Kindly note that the advert for the post of Post 2/342: Manager: Medical Services Grade 1 Cape Winelands District. Salary: R1 227 255 per annum Centre: Langeberg Sub-district advertised in the Public Service Vacancy 2 dated 13 January 2023 with reference number: Post 2/342 has been cancelled.

**OTHER POSTS**

**POST 03/325** : **PHARMACEUTICAL POLICY SPECIALIST GRADE 1**  
Chief Directorate: Emergency & Clinical Service Support

**SALARY** : Grade 1: R938 748 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Medicine Management and Laboratory and Blood Services Support  
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: Grade 1: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to travel and stay overnight for extended periods. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of pharmaceuticals listed in the Primary, Adult and Paediatric Hospital Levels and Tertiary/Quaternary National Essential Medicine Lists. Sound knowledge of the Pharmacy Act 53 of 1974, the Medicines and Related Substances Act 101 of 1965, and the Public Finance Management Act 66 of 1995. Knowledge of financial prescripts and the ability to set up and monitor budgets. The incumbent must demonstrate a high level of knowledge of the expanded programme on immunization and the management of thermolabile medicines. The incumbent must demonstrate a sound level of clinical knowledge and must be computer literate (MS Office: Word, Excel and PowerPoint). Advanced verbal and written communication skills and excellent analytical, research, report writing, presentation and interpersonal skills are required. The incumbent must be able to demonstrate training skills. A Master's degree in a relevant health-related field is an advantage.

**DUTIES** : Ensure the safe and effective vaccination practices and management of thermolabile medicines and vaccines including those used in Expanded Programme on Immunisation within the Province. Provide pharmaceutical and management support to the EPI programme. Support the provincial antimicrobial stewardship champion with strategies to identify and correct inappropriate antimicrobial use. Develop strategies to improve the rational medicine use of medicines in the province. Establish the practice of ward pharmacy at hospitals in the Western Cape for pharmacists to deliver pharmaceutical care to patients in hospital wards.

**ENQUIRIES APPLICATIONS** : Ms Helen Hayes Tel No: 021-483 4567  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 03/326** : **ASSISTANT MANAGER NURSING (SPECIALTY: PSYCHIATRY, THEATRE, TRAUMA AND EMERGENCY)**  
Chief Directorate: Metro Health Services

**SALARY** : R642 942 per annum (PN-B4)  
**CENTRE** : Mitchells Plain District Hospital



**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the post. (Psychiatry, Theatre, Trauma and Emergency). Advance Psychiatry Nursing Science; or Medical and Surgical Nursing Science: Operating Theatre Nursing; or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency Care. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period above must be appropriate / recognizable experience in the specific specialty after obtaining the one year Post Basic Qualification in the relevant specialty. At least 3 years of the period above must be appropriate / recognizable experience at management level. Inherent requirements of the job: Willingness to deputies' / stand in for Nursing Service Manager. Willingness to do distant management. Ability and willingness to work shifts which may include after hour hospital cover (Night duty relief, weekends, public holidays) and overtime should the need arises. Competencies (knowledge/skills): Ability to communicate in any 2 of the 3 official languages of Western Cape. Skilled nurse clinician able to lead and manage the nursing service within the scope of Practice and accepted nursing standards. Excellent communication skills (written and verbal). In depth knowledge and understanding of legal and ethical legislations, Acts and Policy's related to nursing practice, Health Care, National Core Standards and the Public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel and Power Point presentation).

**DUTIES** : Clinical governance - Provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management – facilitate and ensure the provision of cost-effective quality health care; evaluate nursing service practices and clinical outcomes; ensure legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilization of information technology – data collection and analysis. Service delivery – Assist with meeting service delivery targets as per Annual Operational Plans; Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES** : Mr R Geswindt Tel No: (021) 377-4410

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

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

**CLOSING DATE** : 17 February 2023

**POST 03/327** : **ASSISTANT DIRECTOR RADIOLOGY**  
Chief Directorate: Metro Health Services

**SALARY** : R491 403 per annum

**CENTRE** : Mitchell's Plain District Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA in Diagnostic Radiography (Independent Practitioner). Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography (Independent Practitioner) after registration with the HPCSA. Inherent requirement of the job: Must be able to manage and supervise radiography service delivery with knowledge and skills of general radiography and mobile radiography. Willingness to work shifts when required. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Management competencies including human and physical resource management, strategic and operational planning, and implementation as well as financial management. Strong leadership motivational, interpersonal and computer skills and ability to work in a team. Good organisational, decision-making and conflict resolution skills, understanding of quality assurance and strong commitment to high service standards. Should be an experienced Diagnostic

- Radiographer with demonstrable expertise in the field with experience in teaching.
- DUTIES** : Responsible for planning, managing, coordinating, and maintaining an optimal radiography service aligned with the strategic core business of Mitchell's Plain District Hospital and the Western Cape Department of Health and Wellness. Manage and utilise staff, financial and physical resources effectively to ensure optimal operational functioning of the standards. Facilitate and participate in training of staff and students within the Radiography Department. Maintain ethical standards and promote professional growth and staff development. Provide support to Head of Department (HOD) and Management of Mitchell's Plain District Hospital.
- ENQUIRIES APPLICATIONS** : Dr J Marszalek Tel No: (021) 377-4779  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 17 February 2023
- POST 03/328** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**  
Cape Winelands District
- SALARY** : Grade 1: R400 644 per annum  
Grade 2: R492 756 per annum
- CENTRE** : Stellenbosch PHC, Stellenbosch 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 accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape.
- DUTIES** : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.
- ENQUIRIES APPLICATIONS** : Ms D Johnson Tel No: (021) 808-6108  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 Advanced Psychiatric Nursing Science with the South African Nursing Council."
- CLOSING DATE** : 17 February 2023

**POST 03/329** : **CHIEF DIETICIAN GRADE 1**

**SALARY** : R331 188 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with the HPCSA as Dietician. Experience: A minimum 3 years appropriate experience after registration with the HPCSA in Dietetics in respect of RSA qualified employees. Inherent requirements of the job: Required to participate in weekend duties. Required to accumulate CEU points for continued registration with HPCSA. Competencies (knowledge/skills): Fluent in at least two of the three official languages of the Western Cape. Computer literate (MS Windows, Word, Excel and PowerPoint). Relevant experience in student training. Experience and skills in therapeutic nutrition. Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Experience in HACCP and Personnel management in a Tube Feed Production Unit, Milk Kitchen or Food Service Unit. Relevant experience in student training.

**DUTIES** : Render a therapeutic service to in- and outpatients (both adults and paediatrics). Specialised nutritional support. Responsible for the smooth running of the Tube Feed Production Unit and Milk Kitchen. Manage dietetic and support personnel of the Tube Feed Production Unit and Milk Kitchen. In-service training to personnel and dietetic students. Support to supervisor. Physical and Human Resource management.

**ENQUIRIES** : Ms C Schübl Tel No: (021) 938-4351

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

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

**CLOSING DATE** : 17 February 2023

**POST 03/330** : **ICT CAPACITY BUILDING OFFICER: INFORMATION MANAGEMENT**  
Directorate: Information Management (Head office based at Groote Schuur Hospital)

**SALARY** : R393 711 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : Minimum educational qualification Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Information Management and Information Systems Training. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and experience in Information technology applications/software training. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access). Experience in conducting workshops and presentations to different stakeholders across all levels of business. Training event management. Experience using task/project management tools (DevOps, JIRA, Confluence, etc.). People management practices and procedures.

**DUTIES** : Analysis and requirements for applications/software training needs for the Department. Develop and maintain training policies and procedures. Manage a team of application/software trainers. Complete training documentation for the software being developed or procured. Plan, organise and conduct workshops and presentations. Contribute to testing software being developed. Assist in the development of training material for systems. Provide second line support for key ICT solutions. Market and promote Information Technology training courses.

**ENQUIRIES** : Mr N Fredericks Tel No: (071) 682-5817

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 03/331** : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE) (X2 POSTS)**  
Directorate: Assurance

**SALARY** : R393 711 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office : Minimum educational qualification: Appropriate health-related qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in Health Science practice, and Health Service Management and appropriate experience in a mental healthcare environment would be advantageous. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual, and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e., PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills.
<b><u>DUTIES</u></b>	: Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical, and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing & Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying, and collection of fees in terms of applicable legislation. Ability to communicate in at least two of the three official languages of the Western Cape.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms K Jacobs Tel No: (021) 483-3303 : Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE CLOSING DATE</u></b>	: No payment of any kind is required when applying for this post. : 17 February 2023
<b><u>POST 03/332</u></b>	: <b><u>LAUNDRY MANAGER: CONTROL: LINEN MANAGEMENT</u></b> Directorate Facility Management Sub-directorate - Laundry Services (Bellville, M4 Building)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R393 711 per annum : Head Office, Cape own : Minimum educational qualification: Appropriate three year National Diploma/Degree. Experience: Appropriate management experience. Inherent requirements of the job: Willing to travel throughout the Western Cape Province. Valid driver's license (Code B). Competencies (knowledge/skills): Knowledge of public service sector procurement, PFMA and regulations. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Extensive knowledge and experience in the functional fields of Laundry, Linen operations and/or Auditing.
<b><u>DUTIES</u></b>	: Manage linen stock levels at health institutions within the Western Cape Government and provide accurate statistics on linen stock levels and production rates at health institutions to management monthly. Manage the Provincial Linen Depot. Manage the Annual Linen Audits. Manage the Linen Contract. Manage and provide training regarding control of linen at hospitals and institutions in terms of set policy and guidelines. Manage and provide an effective linen support service to health institutions within the Western Cape Government. Manage the Monitoring and Evaluation of Linen Service. Perform regular inspections of linen stock levels at health institutions within the Western Cape Government. Manage of the Linen Audit Team.

**ENQUIRIES** : Mr A Jantjies Tel No: (021) 918-1702  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 February 2023

**POST 03/333** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES (PENSIONS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate supervisory experience of pension administration in a high-volume production unit. Experience in all aspects of personnel and salary administration. Supervision experience. Inherent requirement of the job: Willingness to perform overtime when required. Competencies (knowledge/skills): Good working knowledge and experience of PERSAL and the relevant functions. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Good mathematical skills, Computer literacy and People Management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Proven knowledge of Public Service Pension Prescripts (Regulations/Acts that govern the GEPF and also those that applied to older funds). The interrelationship between older and newer public service pension funds.

**DUTIES** : Manage and supervise of the pension's office with a very high workload, which are responsible for all personnel and pension related matters. Implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, pension, leave and administration in general as applicable in a staff office. Provide assistance to clients, personnel, management, and supervisors. Act as reviser of PERSAL work. Audit and revise leave, personnel and pension files as well as other work within the relevant section. Manage the implementation of Human Resource policies in as far as they pertain to Pension Administration. Ensure that correct procedures are followed to effect timeous payment of pension benefits. Supervise and manage staff and verify the correctness of their work. Oversee and perform various other non-pension related tasks.

**ENQUIRIES** : Mr DM Rensburg Tel No: (021) 938-4905  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying this post.  
**CLOSING DATE** : 17 February 2023

**POST 03/334** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND SUPPLY CHAIN MANAGEMENT**  
Cape Winelands Health District

**SALARY** : R331 188 per annum  
**CENTRE** : Stellenbosch Hospital/ Stellenbosch Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree Experience: Appropriate experience in Finance/Revenue and Supply Chain Management. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Sound knowledge of all financial systems: BAS, LOGIS. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. An aptitude for working with financial figures, good organisational, managerial, and leadership skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS and Electronic Procurement Solutions (ePS) and Microsoft Office. Good interpersonal relations skills.

**DUTIES** : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management within the sub-district. Inventory control and warehouse management. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on

EPS. Management of Creditor's Payments and Management of contract payments. Effective and efficient Account Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Ensure audit compliance and handle audit queries related to Finance, SCM. Render a support function to management. Manage all People Management related functions allocated to the post of SAO within the SCM, Finance components.

**ENQUIRIES** : Mr Lee-Roy Sauls Tel No: (021) 808 6112  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 February 2023

**POST 03/335** : **COMMUNICATION OFFICER**  
Directorate: Communications

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office Bellville Health Park, Bellville, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Journalism, Public Relations or Marketing. Experience: Appropriate experience in Communication/media related working environment/field. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. The ability to work independently operational management capability analytical and problem-solving abilities.

**DUTIES** : Reputation Management including through media liaison (handling of media queries, writing of media releases, media monitoring and evaluation) for Emergency and Clinical Support Services (ECSS). Generating positive and pro-active content/campaigns for the portfolio. Developing and executing awareness communication campaigns. Compiling of research, co-ordination, editing and producing communication material. Support internal campaigns/projects through internal communication.

**ENQUIRIES** : Mr B La Hoe at (072) 368-0596  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 February 2023

**POST 03/336** : **ADMINISTRATION CLERK: ADMISSIONS**  
Cape Winelands Health District

**SALARY** : R181 599 per annum  
**CENTRE** : Stellenbosch Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient administration on Clinicom or any other patient registration systems. Appropriate experience in a Patient Admission/Reception environment. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Outlook, Ms Word, Excel, Clinicom). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape.

**DUTIES** : Render an effective patient registration service, ensure audit compliance and maintain accurate data recording within Admissions. Admit, register, assess patients, open folders and raise invoices as per WCG Hospital Fees policies and procedures. Medical records functions - keep record, file and retrieve folders. Handle and receive public money, issue receipts and safe keeping of state money. Effective assistance and support to supervisor, colleagues and other departments

**ENQUIRIES** : Mr Q Jacobs Tel No: (021) 808-6115  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 03/337** : **DRIVER (LIGHT DUTY VEHICLE)**  
 (Contract until 31 March 2025)  
 Central Karoo District Office

**SALARY** : R107 196 per annum, plus 37% lieu in service benefits  
**CENTRE** : Prince Albert Hospital  
**REQUIREMENTS** : Minimum educational requirements: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate driving experience. Inherent requirements 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. Support and relief duties to supervisor when required. Perform routine administrative duties when required and respond to emergencies when necessary.

**ENQUIRIES** : Ms C Frolick Tel No: (023) 814-2994  
**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 required to undergo a competency test.

**CLOSING DATE** : 17 February 2023

**POST 03/338** : **HOUSEHOLD AID (X3 POSTS)**  
 West Coast District

**SALARY** : R107 196 per annum  
**CENTRE** : ID Hospital, Malmesbury  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. 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. Ability to operate machinery and equipment.

**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. Contribute to effective management of domestic responsibilities. Assist laundry department. Adhere to loyal service ethics.

**ENQUIRIES** : Ms M Sedeman Tel No: (022) 487 3294  
**APPLICATIONS** : To the Director: West Coast District, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr D Pekeur  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 17 February 2023

**POST 03/339** : **CLEANER**  
 Chief Directorate: Metro Health Services

**SALARY** : R107 196 per annum  
**CENTRE** : Lotus River CDC, Southern/Western Sub-structure  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Inherent requirement of the job: Must be physically fit to lift heavy objects. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment. Knowledge of covid-19 infection control processes.

**DUTIES** : Maintain a high standard of neatness and hygiene in the facility by the implementation infection control policy and standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables.

Effective Waste Management. Render support services to Housekeeper supervisor and management.

**ENQUIRIES** : Ms G Jones Tel No: (021) 703-3131

**APPLICATIONS** : The Director: Metro Health Services, Southern/Western Sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION** : Mr.F.Le Roux

**NOTE** : Shortlisted candidates may be subjected to a practical assessment. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 17 February 2023

**POST 03/340** : **DRIVER (LIGHT DUTY VEHICLE)**  
Contract until 31 March 2025  
Garden Route District

**SALARY** : R107 196 per annum, plus 37% lieu in service benefits

**CENTRE** : Oudtshoorn and Kannaland Sub-district (Stationed at Oudtshoorn Hospital)

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements 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 log books and routine administration duties.

**ENQUIRIES** : Mr SR Papa Tel No: (044) 203-7314

**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 required to undergo a competency test.

**CLOSING DATE** : 17 February 2023

**POST 03/341** : **GENERAL WORKER (STORES)**  
Overberg District Office

**SALARY** : R107 196 per annum

**CENTRE** : Swellendam Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeric and literacy skills. Inherent requirement of the job: Physically fit to handle heavy boxes and equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules regulations according to stock control. High level of excellence and accuracy in work.

**DUTIES** : Keep Bin Cards Up to date. Cleaning of shelves and general stores area as well as yard around stores. Distribution of stock to all departments of Swellendam & Cape Agulhas Sub District. Maintain stock levels on shelves. Responsible for the safekeeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist Store Clerk with pick and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Provide effective support to supervisor and colleagues.

**ENQUIRIES** : Ms SL Twala Tel No: (028) 514-8400

**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION** : Mr E Sass

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

**CLOSING DATE** : 17 February 2023