



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 19 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.

AMENDMENTS

: **DEPARTMENT OF PUBLIC ENTERPRISES:** Kindly note that the correct email address of the post of Assistant Director: Internal Audit that was advertised in the Public Service Vacancy Circular 18 dated 2023, is recruitdm@dpe.gov.za. We apologise for the inconvenience. **PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF EDUCATION:** Kindly note that the below posts was published in Public Service Vacancy Circular 18

dated 26 May 2023 with the closing date of 09 June 2023 are withdrawn:
Assistant Director: Website and publications in the External Communication
and Media Liaison Directorate Ref No: HO2023/05/30 ,Assistant Director:
Examination Material and Script Archive Ref No: HO2023/05/26 and Assistant
Director: Printing, Packing, Storage and Distribution Ref No: HO2023/05/27 in
the Examination Management Directorate.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 19 June 2023 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 19/01</u>	:	<u>CHIEF DIRECTOR: DEEDS ICT REF NO: 3/2/1/2023/376</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Office of The Chief Registrar of Deeds: Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) and a Grade 12 Certificate and Bachelor's Degree in Science / Commerce with specialisation in Information Systems or Computer Science (NQF Level 7) in Computer Science / Information Technology. Minimum of Five (5) years experience at a senior management level with ICT experience. Knowledge of COBIT and TOGAT, ITIL. Knowledge of ICT strategy development. Knowledge of corporate governance of ICT Understanding of GWEA (Government Wide Enterprise Architecture). Knowledge of Deeds Registration Systems. Extensive Knowledge of Network Architecture and / or topology. Extensive knowledge of CISCO Technology. Extensive knowledge of Video and IP Telephony. Experienced in Systems Development Life Cycle (SDLC). Experienced in infrastructure management. Programme and project management skills. Strategic Planning and Leadership skills. User and client orientation. Communication skills. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer skills. Presentation skills. Problem Solving and Decision Making skills. Time Management skills. Analytical skills. Driver's license.
<u>DUTIES</u>	:	Provide strategic direction to the Branch Deeds Registration Information and Communication Technology (ICT) functions. Manage the formulation of strategic guidelines for best practice directives, standards departmental policies / procedures and governance, setting appropriate objectives/targets to meet the IT and DCS vision Manage the establishing, reviewing and measuring of benchmarks against leading competitors in order to identify new business opportunities which could translate into business value and optimise business processes. Manage the conceptualising of business goals and translating into an effective strategy based on analysis of business opportunities. Manage risks for infrastructure related matters. Contribute into the formulation of the Enterprise Architecture. Investigate new technologies and advise on current trends. Drive Deeds Digitization Transformation through IT Projects (Electronic Deeds Registration System and supporting projects) standards. Oversee and Manage ICT Risks. Audit Management – Oversee and Ensure Elimination of Audit Findings. Manage and maintain the security of Deeds Registration ICT systems Ensure establishment and maintenance IT security roles and responsibilities, policies, standards, and procedures. Manage the formulation of security and infrastructure architecture plans. Ensure development, maintenance and testing of Deeds Registration IT continuity plans by utilising offsite backup storage and providing periodic continuity plan training. Ensure performance of security monitoring and periodic testing and implement corrective actions for identified security weaknesses or incidents. Collaborate with Human Resource Training to educate and train users on Deeds Registration IT security and different technologies. Provide and manage service management processes for incidents and problems. Ensure the integrity of hardware and software configurations by establishing and maintaining an accurate and complete configuration repository. Manage the Deeds Registration Application systems and Deeds ICT Projects. Ensure development of future application systems in line with departmental policies, procedures and standards. Provide support and guidelines of system problem solving. Ensure implementation of new systems as per specifications. Ensuring quality of delivered solution. Oversee Application systems performance and provide performance reports. Liaise with all stakeholders of the programming team on program design and coding techniques and systems. Ensure maintenance and customization existing application systems. Ensure monitoring and evaluation of applications systems. Ensure successful development and implementation of all Deeds ICT Projects. Manage and Monitor Relationships with Registries and OCRD 5. Provide management reports on Deeds Info Systems and Database systems and bulk deeds information reports. Ascertain proper server backups of all the Deeds Registration Databases. Ascertain proper Tape -backups of all the Deeds

- Registration Databases. Ensure Restoration tests using server stored back-up files. Ensure Restoration tests using server stored back-up files. Oversee and Manage the overall Supply Information to clients via Deeds Web and Deeds View. Oversee and Manage the Provision of bulk Deeds related information. Oversee and Manage the Provision Document Copies for Downloading.
- ENQUIRIES** : Ms MSM Magoele Tel No: (012) 338 7238 or Mr R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 219 Rentmeester Building; Bosman, Pretoria, 0001 before the closing date as no late applications will be considered
- POST 19/02** : **REGISTRAR OF DEEDS REF NO: 3/2/1/2023/404**
This is a re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Office of The Registrar of Deeds: Eastern Cape (Mthatha)
: Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) and a Grade 12 Certificate and B Proc (NQF L7) / LLB (NQF L7) / B Uris (NQF L7) / Advance Diploma: Estate Planning and Administration (NQF 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Deputy Registrar of Deeds or Senior Management level in property conveyance. Job related knowledge: Registration of deeds. Interpretation of Statutes. Examination of Deeds. Research and information analysis. Human Resources prescripts. Project management principles and tools. Court procedures. Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and Assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate Courses in Management Practices. A valid driver's licence. Ensure compliance and application with legislation, policies and procedures.
- DUTIES** : Manage registration of Deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1973 and Sectional Title Act of 1986 as well common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure Deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.
- ENQUIRIES** : Ms MSM Magoele Tel No: (012) 338 7238 or Mr R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 219

Rentmeester Building; Bosman, Pretoria, 0001 before the closing date as no late applications will be considered

- POST 19/03** : **DIRECTOR: SURVEY SERVICES REF NO: 3/2/1/2023/409**
Directorate: Survey Services
This is a re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
- CENTRE REQUIREMENTS** : Western Cape (Cape Town)
: Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) and a Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree in Geomatics / Land Surveying. Registered as a Professional Land Surveyor with the South African Geomatics Council. Minimum of 5 years experience at a middle / senior managerial level in a Surveying environment. Appropriate post registration experience in surveying. Job related knowledge: Geo-spatial Information Management. Geodesy and Geodetic surveying. Topographic surveying. Spatial Data infrastructures. Cadastral Spatial Information knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral, Geodetic, Photogrammetric, Topographic and Cartographic Survey Systems. Performance Management and Monitoring. Government systems and structures. Government decision-making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). Customer focus and responsiveness. Innovation and creativity. Planning and organising skills. Collaboration partnership. Negotiation skills. Conflict management. Data and Information Management skills. Facilitation skills. Analytical skills. Contract management skills. The ability to work efficiently and effectively at all times. A valid driver's licence.
- DUTIES** : Manage the undertaking of field surveys. Manage the undertaking of field surveys for geodetic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for photogrammetric and topographic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for land cover and land use mapping in accordance with the annual production plan. Manage the acquisition of ancillary geo-spatial data. Engage with various data custodians and other stakeholders on the need for fundamental geo-spatial information. Manage the collection and processing of ancillary geo-spatial information for mapping purposes in accordance with the annual production plan. Manage the establishment and maintenance of spatial reference framework (National Control Survey System) of South Africa. Provide strategic leadership in national spatial reference frameworks. Manage the establishment and maintenance of reference stations in accordance with the annual production plan. Manage the horizontal control survey network at all times. Manage the vertical control survey network at all times. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of state. Provide advisory services, as required. Provide professional and technical support and client services to all spheres of government including rural development and land reform programmes and other organs of state, as required, in accordance with the best practices for project management and user needs. Participate in geodetic surveying and geo-spatial information development projects in Africa. Participate in development projects in Africa as approved. Plan and execute projects in accordance with best practices for project management, as required.
- ENQUIRIES** : Ms M Kekana Tel No: (012) 312 8344

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

POST 19/04 : **DIRECTOR: GEO-SPATIAL INFORMATION AND PROFESSIONAL SUPPORT REF NO: 3/2/1/2023/410**
Directorate: Geo-Spatial Information and Professional Support

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE REQUIREMENTS : Western Cape (Cape Town)
: Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) and a Grade 12 Certificate and a NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Sections 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a four-year Bachelor's Degree in Geomatics / Surveying / Geographical Information Science / Geo-informatics. Registered as a Professional Land Surveyor or Geomatics Professional with the South African Geomatics Council. Minimum of 5 years experience at a middle / senior managerial level in the geomatics environment. Appropriate post registration experience in geo-spatial information. Job related knowledge: Land Surveying knowledge. Technical System knowledge. Geospatial Information knowledge. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication skills (verbal and written). The ability to work efficiently and effectively at all times. A valid driver's licence.

DUTIES : Manage the provision of geo-spatial information products and services. Supply geo-spatial products and services. Maintain information on products and ensure availability. Manage established outlets for products and services to make information more accessible, including Service Level Agreements with District Municipalities. Provide photo-lithographic services. Provide aerial photographic reproduction services. Provide reproduction services. Print maps. Produce aerial photo mosaics. Manage the provision of provide professional advisory services and undertake relevant research and development. Oversee Professional Land Surveyors in the performance of their duties. Provide professional advisory and support services. Undertake relevant research and development. Plan and supervise special projects. Support implementation of new systems and equipment. Provide survey support to land reform programmes of the Department. Provide training for South African Geomatics Council (SAGC) registration in Professional and Technologist category (non-employees). Manage the provision of technical training. Assist with the geomatics officer certificate training. Provide experiential training for diploma students. Provide a specialised library and museum service. Develop and present technical training courses. Undertake development projects (Cross-cutting). Plan and execute projects in accordance with best practice for project management as required.

ENQUIRIES APPLICATIONS : Ms M Kekana Tel No: (012) 312 8344
: Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001

OTHER POSTS

POST 19/05 : **SENIOR LAND REFORM ADVISOR REF NO: 3/2/1/2023/402**
Directorate: Strategic Institutional Partnerships

SALARY : R958 824 per annum (Level 12), all-inclusive remuneration package to be structured in accordance with the rules for MMS

CENTRE : Gauteng (Pretoria)

- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Law. Minimum of 3 years junior management experience in litigations, provision of legal opinion and drafting of contracts. Job related knowledge: Relevant prescripts. Legal research methodology. Constitutional law. Legislation on state land and other relevant prescripts. Job related skills: Oral and written English. Report writing skills. Analytical skills. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication skills (verbal and written). Problem solving and decision-making skills. Consultation skills. Planning and organisational skills. Interpersonal relations. Financial management skills. Willingness to travel and work irregular hours. A valid driver's licence. Ability to work in a team as well as independently.
- DUTIES** : Manage, draft and edit institutional partnership and service level agreements. Receive instruction from the Province, strategic partner and clients and stakeholders. Conduct legal research to provide advice on the drafted agreement. Consult clients, stakeholders and strategic partners on drafting and editing agreements. Analyse and edit legal drafted agreements. Monitor and evaluate current standard legal agreements. Provide legal advice on joint venture agreements, land acquisition transactions. Receive legal instruction from internal clients and stakeholders. Conduct legal research to provide advice on the legal process, agreements. Consult clients, stakeholders and strategic partners on legal opinion to be provided. Analyse and formulate a legal opinion. Provide legal reports and submissions. Provide policy development and coordination services. Formulate and draft policy framework. Consult and liaise with stakeholder on proposed policy. Facilitate the process for approval of policy. Develop Standard operating procedures and ancillary toolkits for policy implementation. Conduct Policy training and workshop to provinces. Manage, analyse, investigate and report on enquiries relating to complaints and facilitate informal dispute resolution process. Receiving complaints and queries from clients or stakeholders. Manage analyze and compile a report on enquiries relating to complaints. Manage mediation processes for purposes of dispute resolution. Facilitate and liaise with internal and external stakeholders on referred investigations. Monitor and evaluate implementation of report recommendations and maintain database of complaints, queries and investigations. Refer unresolved complaints for litigation. Facilitate the implementation of court orders.
- ENQUIRIES APPLICATIONS** : Ms G Mosito Tel No: (012) 312 8571
: 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 African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 19/06** : **PROFESSIONAL SURVEYOR (GRADE A - C) REF NO: 3/2/1/2023/403 (X2 POSTS)**
Directorate: Coordination of State and Land Reform Surveys
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R687 879 – R1 035 084 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Western Cape (Cape Town)
: Applicants must be in possession of a Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Creating high performance culture. Technical report writing. Networking. Professional judgement. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management skills, Financial management skills, Customer focus and responsiveness, Communication skills (verbal and written), Computer literacy, Planning and organising, Conflict management skills, Problem solving analysis

- skills, People management skills, Change management skills and Innovation skills. A valid driver's licence.
- DUTIES** :
- Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of candidate professional surveyors to promote skills / knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budgeting planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey related matters.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms M Kekana Tel No: (012) 312 8344
- Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001
- NOTE** :
- African Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 19/07** :
- ASSISTANT DIRECTOR: SERVICE LEVELS REF NO: 3/2/1/2023/395**
 Directorate: Information Communication Technology (ICT) Service Management
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R424 104 per annum (Level 09)
 Gauteng (Pretoria)
 Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Purchasing Management. Minimum of 3 years working experience in Supply Chain Management environment including contract management. Job related knowledge: Public Finance Management Act (PFMA). Basic Accounting System (BAS). Treasury Regulations and Departmental tender procedures. Job related skills: Computer literacy. Communication skills (verbal and written). Problem solving skills. Analytical skills. Interpersonal skills and supervisory skills. A valid driver's licence.
- DUTIES** :
- Develop Service Level Agreement with service providers. Develop service level agreements based on the business case, service requirements, Terms of Reference and Con Contracts. Negotiate service level agreements with service providers. Ensure service level agreements are aligned with business needs and improve service quality. Ensure service level agreements are approved by both parties and signed-off. Manage service performance of the service providers. Schedule monthly service level review meetings for all signed service level agreement. Conduct service level reviews to manage service provider's performance. Ensure enhancement of measured service quality. Ensure gaps are identified and resolved for service improvements. Supplier relationship management. Build strategic relationships with suppliers, ensuring structured management is in place and the suppliers are appropriately engaged to ensure both the corporation and the Department get the good service. Develop ongoing partnership-based relationship to obtain regular updates on status of services. Create conducive environment and promote effective communication with supplier for the benefit of the Department. Ensure at all times that suppliers are clear with Office of the Chief Information Officer service expectations. Participate in periodic reviews to ensure contractual compliance and value for money in conjunction with the Contract Manager. Maintain customer focus on all decisions and actions, engaging appropriately with suppliers and partners for the good of business. Governance and audits. Adhere to Service Level Management (SLM) Information Technology Infrastructure Library (ITIL) framework and ICT Governance.

- ENQUIRIES APPLICATIONS** : Mr R Naidoo Tel No: (012) 407 4169
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : Coloured, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 19/08** : **ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: 3/2/1/2023/396**
 Directorate: Demand and Acquisition Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Public Management / Public Administration / Financial Management / Commerce. Minimum of 3 years of experience at supervisory level in Supply Chain Management. Job related knowledge: Construction / Infrastructure procurement knowledge. Supply Chain Management Framework and Contract Management. Job related skills: Leadership skills. Management skills. Computer skills. Project management skills. Diversity management skills. Communication skills (verbal and written). Presentation skills. Problem solving skills. Analytical skills. A valid driver's licence. Ability to work within a team and under pressure.
- DUTIES** : Develop the implementation of norms and standards, strategies and procedures for construction and infrastructure procurement. Assure that the prescribed supply chain management policy and procedures are correctly applied and adhered to on an on-going basis. Comply with Public Finance Management Act, Treasury Regulations, Construction Industry Development Board (CIDB). Promote adherence to supply chain management delegation at all times. Conduct awareness programs to officials to be able to execute their duties. Provide demand and acquisition of construction and infrastructure services. Ensure that terms of reference / specifications are approved. Adhere to operational turnaround (OPS Plan) target. Ensure that all qualified suppliers are evaluated by the duly appointed bid evaluated committee. Quality assure evaluated reports presented to the Bid Adjudication Committee. Apply correct Preferential Procurement Policy Framework (PPPF) and Broad-Based Black Economic Empowerment (B-BBEE) guidelines. Advertise bids / tender in Government tender bulletin, CIDB and National Treasury E- Portal. Open and close advertised bids / tenders accordingly. Verify evaluation reports presented to the Bid Adjudication Committee. Monitor the preparation of management information, statistics and reporting on Bids and quotation. Monitor the provision of weekly reports on progress of projects. Update the bid register. Manage human and allocated resources. Manage staff. Ensure adequate allocation and safeguarding of resources.
- ENQUIRIES APPLICATIONS** : Ms R Goolam Tel No: (012) 312 8369
 : 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** : Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 19/09** : **ASSISTANT DIRECTOR: PLAS ACCOUNTING REF NO: 3/2/1/2023/397**
 Directorate: Proactive Land Acquisition Strategy (PLAS) Trading Account Financial Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma in Accounting / Financial Management / Accounting. Minimum of 3 years of experience at supervisory level within accounting and reporting. Job related knowledge: Accounting systems (Enterprise Resource Planning (ERP) or similar systems). Public Finance Management Act (PFMA). Treasury Regulations and Guidelines. Generally Recognized Accounting

Practice (GRAP). Medium-Term Expenditure Framework (MTEF). Personal Financial Services Advice (PFSA). Job related skills: Computer skills. Report writing skills. Communication skills (verbal and written). Interpersonal skills. Supervision skills. Consultation skills. Problem solving skills. Planning and organising skills. Training and development skills. Analytical skills. A valid driver's licence.

DUTIES :

Management of expenditure reports. Ensure that compiled expenditure reports are aligned to policies and plans. Ensure that journal for the recognition of expenditure are compiled as per Standard Chart of Accountants (SCOA) allocation, reviewed and authorised on A Complete and Comprehensive Program for Accounting Control (ACCPAC). Ensure that commitment registers / reports are compiled accurately, ensure completeness and make sure all the supporting documents are filed. Ensure that the aging reports are compiled and that the receivable has been reduced accordingly. Monthly reconciliations, management reports performed and management of the General Ledger. Ensure that bank reconciliation is compiled on the cash book on ACCPAC against the bank statement together with supporting documents. Ensure that all expenditure and any other journals on the ACCPAC system are captured. Ensure that review and capture all reversals received / submitted by relevant units on the cash book. Ensure compilation of cash flow reports on a weekly basis. Ensure compilation of reconciliations to support statement of financial position and statement of financial performance. Review and analyse reconciliations submitted by relevant units monthly. Review and analyse the detailed general ledger to ensure that there are no misallocations and communicate any miss allocations. Review all the adjustment journals submitted and compiled by relevant units. Ensure compilation and review all the adjustment journals of financial reporting and capture them on ACCPAC. Review, authorization and posting of journals. Variances on reconciled accounts followed up. Clear all reconciliation variances and prepare working papers on a monthly basis. Preparation of financial statements and working papers. Plan and perform month and year end process to ensure that all transactions are completely and accurately recorded. Ensure that monthly financial reports are compiled. Ensure that all journals are processed before system closure. Prepare monthly Financial Statements, Interim Financial Statements, Annual Financial Statements and its working paper files. Ensure that bookkeeping and reporting management services are in place. Ensure compliance on the Trading account and other relevant Departmental policies. Assist in the development and review Financial Reporting policies, Standard Operating Procedures and guidelines. Ensure implementation of policies and procedures. Ensure compliance with Public Finance Management Act (PFMA) and Treasury Regulations and guidelines. Management of audit and risk process. Coordinate internal audit and external audit process. Ensure that all audit-related documents are filed. Ensure compliance on the trading account and their relevant Departmental policies. Monitor management audit action plans. Ensure that risk register is continuously updated. Human resource and support to sub-directorate. Ensure that performance agreements and assessments are designed, compiled and signed with subordinates (in line with Employee Performance Management and Development System (EPMDS) policy). Ensure that all financial accounting related documents are filed correctly. Ensure that support to Provincial Offices with regards to SCOA and expenditure related matters is provided. Supervise and coordinate the work of subordinates.

ENQUIRIES :

APPLICATIONS :

Mr P Tetyana Tel No: (012) 312 8313

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

NOTE :

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

POST 19/10 :

SENIOR MARKETING OFFICER REF NO: 3/2/1/2023/401
Directorate: Marketing

SALARY :

CENTRE :

R424 104 per annum (Level 09)
Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics with a subject / course in Agricultural Marketing and / or International Trade. Minimum of 3 years' supervisory experience in Agricultural environment. Job related knowledge: Knowledge and understanding of the marketing Strategy for the republic and its programs. Understanding of the market linkage program. Knowledge of international trade agreements. Knowledge and understanding of food safety standards, legislation and certification programs. General knowledge of import and export procedures and applicable international trade agreements. Knowledge of the Customs and Excise Act, Broad-Based Black Economic Empowerment (B-BBEE) Act, Marketing of Agricultural Products Act and Agri-BEE Sector Code. Ability to interpret trade agreements and make recommendations. Ability to analyse and interpret the utilisation of import and export quotas. Job related skills: Reporting procedures. Planning and organising skills. Analytical and innovative thinking. Submission and report writing skills. Writing skills (develop memoranda, letters and submissions). Human resource management skills and capabilities. Ability to work independently, with minimum supervision and under pressure. Willingness to travel extensively. A valid driver's licence.

DUTIES

: Render support on the establishment and maintenance of market access linkages with major players in different agricultural commodities value chains. Provide leadership in investigations of market requirements. Coordination publication of the information to facilitate access by Human Development Index (HDI). Design and implement programs to facilitate compliance to food safety standards and requirements (South African Good Agricultural Practices, Global Good Agricultural Practice, Good Manufacturing Practice, Good Hygiene Practice and Hazard Analysis Critical Control Point) by producers and processors of agricultural, rural development and land reform products to enhance markets access. Support the co-ordination and the implementation of the preferential market access program. Develop, continuously review and refine procedures and systems for the administration of certain World Trade Organisation (WTO) market access import and export quotas in terms of applicable trade agreements by means of issuing rebate permits. Develop and implement monitoring mechanisms for the utilisation of permit and quotas. Ensure compliance to permit conditions. Develop, continuously review and implement systems and procedures for the administration, recording and monitoring of payment fees for import and export permit. Develop and implement programs to enhance participation of new and Small and Medium Enterprises (SME) traders in the rebate schemes. Develop and implement an awareness campaign on compliance to Black Economic Empowerment sector codes by beneficiaries of the Department's preferential market access program. Render administrative activities that involve the writing of correspondence such as submissions, memoranda and letters, report writing as well as management of key critical records. Render administrative support services that involves the writing of correspondences such as submissions, memoranda, briefing notes and letters, report writing as well as management of key critical records. Management of risk with regards security of confidential information, handling of sensitive information, control of access to offices as well as security of office equipment (furniture, stationery and computer, etc). Facilitate the implementation of projects aimed at enhancing equitable participation in key agricultural commodity marketing value chains, particularly by agrarian reform beneficiaries. Coordinate the implementation of Codes of Best Practise (CoBP) at various National Fresh Produce Market (NFPMs). Facilitate the establishment and maintenance of market access linkages with NFPMs to enhance participation in the NFPMs. Manage and facilitate the implementation of projects aimed at enhancing equitable participation in NFPMs particularly by agrarian reform beneficiaries.

**ENQUIRIES
APPLICATIONS**

: Ms K Tjale Tel No: (012) 319 8083
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

- POST 19/11** : **SECRETARIAT PRACTITIONER REF NO: 3/2/1/2023/393**
Directorate: Secretariat Support Services
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must have a Grade 12 Certificate and National Diploma or Degree in Public Administration / Public Management / Business Administration / Business Management / Office Management. Minimum of 3 years experience in relevant working environment – arranging meetings and taking minutes (without a break in performing such duties). Job related knowledge: Public Service Regulations. Department’s policies and relevant procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (verbal and written). Analytical skills. Problem solving skills. Financial management skills. Ability to work under pressure as well as willingness to work irregular hours including weekends. Must be a team player. High level of honesty, integrity and confidentiality. Willingness to travel extensively. A valid driver’s licence.
- DUTIES** : Render administrative and secretariat support service to the Accounting Officer and Executive Authority meetings. Compile minutes before submitting the first draft to be quality assured by the Assistant Director / Deputy Director / Director before circulating to members for comments / inputs. Incorporate inputs received from committee members. Draft memorandum for the chairperson’s signature once the minutes are adopted by the committee. Register the signed minutes in the minutes register, scan and file them accordingly. Maintain top and executive management meetings documents repository. Coordinate electronic and manual filing of meetings documents. Manage the development, completion and update of committee’s attendance registers. Render logistical arrangements for the Accounting Officer and Executive Authority’s meetings. Complete supply chain prescribed forms before the procurement of goods and services. Follow-up on quotations requests of catering and venues for top management and executive management meetings. Coordinate receipt of order number from supply chain management and relevant processes, evaluate services and goods procured. Set up boardrooms for executive management meetings. Facilitate any possible repairs of meetings equipment (laptop, microphones and data projector) and ensure safekeeping thereof. Assist in monitoring the implementation of key decisions taken in meetings. Draft decisions-actions list emanating from the relevant committees. Follow up on the implementation of decisions and actions emanating from the relevant committees and update weekly. Compile status reports upon receipt of feedback for tabling in meetings on a monthly basis. Consolidate all the status reports into a decisions register, quarterly and ultimately produce an annual decisions register for relevant committee’s. Administer the procurements of goods and services. Facilitate supply chain management services in respect of catering for meetings. Facilitate monthly, quarterly and annual reporting on procurement of catering for meetings. Ensure proper administration of sourcing and evaluation of quotations for catering. Handle queries from internal and external clients relating to supply chain matters (specifically catering). Administer asset. Maintain asset register of meetings equipment (data projectors, microphones, WAP, Public Address (PA) System, laptops, etc). Liaise with asset unit during asset verification with regard to meetings equipment indicated above. Manage outgoing and incoming assets, specifically meetings equipment. Control safekeeping, utilisation and maintenance of meeting equipment assets. Coordinate allocation of equipment to officials.
- ENQUIRIES** : Mr L Maiketso Tel No: (012) 312 8698
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
- NOTE** : African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

POST 19/12 : **SENIOR STATE ACCOUNTANT: FINANCIAL PLANNING REF NO: 3/2/1/2023/394 (X2 POSTS)**
Directorate: Management Accounting

SALARY : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Accounting / Financial Management / Commerce. Minimum of 2 years' experience in an accounting environment with specific experience in financial planning. Job related knowledge: Budget systems. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Advanced computer literacy skills especially in spreadsheets. Project management skills. Interpersonal skills. Budget forecasting skills. Problem solving and decision-making skills. Time management skills. Communication skills (verbal and written). A valid driver's licence. Work under pressure. Teamwork.

DUTIES : Assist budget compilation process annually. Provide support to client offices with budget inputs for budget framework processes Adjusted Estimates of National Expenditure (AENE), Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Roll-overs. Assist Branch budget process as per the action plan. Attend information sessions for Branch. Assist with consolidate budget inputs from Branch. Implement budget in accordance with the vote. Implement budget shifts and AENE virement. Capture on Basic Accounting System (BAS) within 24 hours. Implementation capturing of the original budget (ENE) and adjusted budget (AENE) on BAS annually. Implement Standard Chart of Accountants (SCOA) segment aligned to the vote. Implement and ensure that BAS budget structures are correctly used by client offices. Ensure economic reporting format allocation combination are correctly used by client offices. Implement budget maintenance. Assist responsibility managers to reallocate budget to items with a negative balance. Balancing report at the end of the month. Prepare and capture realignment documents quarterly. Implement Budget Standard Operating Procedure (SOP's). Assist client office in implementing approved Budget SOP's.

ENQUIRIES : Mr H Visser Tel No: 012 312 8190 / 072 023 1876
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 19/13 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2023/400**
Directorate: Inspection Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Agriculture or Natural Sciences. Minimum of 2 years relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food safety and quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Technical skills, Law enforcement skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills, Listening skills, Computer literacy and report writing skills. A valid driver's licence and the ability to drive. Willingness to travel and work extended hours. Relief duties.

DUTIES : Application and enforcement of legislation and international agreements. Supervise inspections and make recommendations in terms of the appropriate actions. Coordinate searches of passengers, motor vehicles, etc with regards to illegal import of regulated agricultural products by the appropriate means, i.e physical inspections, sniffer dogs or X-ray machines. Prohibit the illegal importation, exportation and national movement of regulated articles from / to the ports of entry. Prohibit the sale of non-compliant imported and locally

produced agricultural products. Confiscate and detain non-compliant agricultural products. Coordinate the proper handling and /or disposal of consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Coordinate and / or conduct investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities and institute the appropriate action accordingly. Provide evidence during court cases where necessary. Coordinate and / or issue phytosanitary, quality and / or quality certificates. Provide technical advice and guidance to stakeholders (internal and external). Advise stakeholders on the interpretation and application of the relevant legislation and prescripts. Advise stakeholders on the relevant processes and procedures. Provide advice for the granting of dispensations on the existing legislation. Provide advice to stakeholders (e.g trade organizations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Handle complaints, queries and enquiries from customers. Conduct audit inspections of the assignees. Conduct audits on the inspection function to ensure adherence to norms, standards, procedures and guidelines. Conduct audits on entities (assignees) to ensure that they deliver on their mandates. Draft audit reports with recommendations. Follow up on the implementation of the recommendation. Perform administrative duties. Manage the database. Analyse international standards and best practice and provide inputs into standards operating procedures / internal processes and draft policies and legislation. Provide inputs into operational planning. Assist in the identification of customer information needs. Compile reports, submissions, and correspondence as required. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.

**ENQUIRIES
APPLICATIONS**

: Mr G Tsako Tel No: (021) 809 1641
 : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 19/14

: **SENIOR PROJECT OFFICER: PRE-SETTLEMENT REF NO: 3/2/1/2023/407 (X2 POSTS)**
 Directorate: Operational Management

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum (Level 08)
 : Limpopo (Polokwane)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution as a Project Officer. Job related knowledge: Knowledge of Restitution of Land Rights. Knowledge of Land Reform. Knowledge of rural development. Knowledge of African languages spoken in the Province. Development management including strategic management. Research methods and techniques. Understanding and interpret Business Plan. Job related skills: Sound communication skills, negotiation and excellent report writing skills. Initiative, able to take responsibility and meet deadlines. Computer literacy. Ability to produce report on a word processor. Ability to facilitate community meeting. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. A valid driver's licence. Ability to work under pressure.

DUTIES

: Investigate and validate restitution claims. Gather oral and documentary evidence. Gather historical deeds information. Preliminary homestead identification. Conduct historical valuation for research. Conduct prefeasibility studies and options workshops in line with Standard Operating Procedures (SOPS) and Policies. Analyse data and compile reports in line with Rule 3 and / Rule 5 of the Commission. Gazette all land claims and conduct stakeholders' consultations. Verify the beneficiaries of lodged claims. Compile a list of originally dispossessed individuals. Compile family tree and family tree

affidavits. Compile verification report. Facilitate the adoption of the verification report through a resolution. Conduct detailed settlement options workshop in line with SOPS and Policies. Facilitate family / community resolutions on the options workshop. Prepare Terms of Reference (TOR's) for evaluation of properties under claim. Compile and submit memoranda of evaluations to the Office of the Valuer-General (OVG). Request the OVG to determine the appropriate value of the land. Escalate historical value of the land appropriately. Facilitate the settlement of land claims. Translate the value determination into an offer for approval by the Regional Land Claims Commissioner (RLCC). Present approved offers to landowners and claimants. Compile Section 42D in line with approved policies and standard operating procedures. Engage with stakeholders and manage land claim enquiries. Respond to all enquires (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

ENQUIRIES : Ms L Tswale Tel No: (015) 495 1937
APPLICATIONS : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard street, Polokwane, 0700.
NOTE : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 19/15 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 3/2/1/2023/411 (X2 POSTS)**
 Directorate: Organisational Development and Service Delivery Improvement

SALARY : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Management Services / Operations Management / Production Management, Organisational and Work study qualifications. Minimum 1 year experience. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies. Work study principles and techniques. Job design and job profile compilation. Policies, procedures and prescripts. Research / analysis. Job analysis and evaluation. Job related skills: Planning and organising skills. Communication skills (verbal and written). Interpersonal relations. Accuracy, thoroughness and timorousness. Facilitation and presentation skills. Interpretation of policies. Analytical skills. Willingness to work extended hours and to travel.

DUTIES : Conduct job analysis and job evaluation. Acknowledge request received. Identify relevant role players. Arrange that applicable documents are completed and submitted. Arrange interviews with relevant role players. Conduct interviews to obtain relevant information. Identify organisation deficiencies if applicable. Benchmark posts when necessary. Complete relevant evaluate documents. Compile final documents for the Job Evaluation (JE) panel. Present recommendations to the JE panel. Inform relevant senior managers of process / progress. Render a support regarding the provision of secretariat services for committee. Assist with the arrangements of venues for meetings. Capture JE data in the evaluate system. Prepare the files for the je panel (copy documents, etc) and deliver per hand. Capture information during JE panel meetings into the evaluate system. Update JE documents with amended information. Update JE information on JE back-up system on a monthly basis. Assist with the updating of the JE database. Responsible for the JE filing system. Update and maintain the JE filing system. Ensure documents are filed correctly on relevant files. Retrieve document as and when requested. Compilation of job descriptions (JD). Gather relevant information from the available resources (including research, benchmarking, etc). Arrange meetings and gather information with all relevant role players. Analyse gathered information. Compile job descriptions. Consult with stakeholders. Submit to relevant Senior Management Services (SMS) members for implementation. Undertake organisation and post establishment investigations. Analyse the request. Develop terms of reference for intervention. Gather all relevant information from current resources available as preparation for meeting / interview with relevant manager i.e reports, policy etc. Arrange meeting / interview and gather information. Undertake research / benchmark to obtain all necessary information. Analyse and process information. Undertake functional analysis. Determine post establishment needs and make recommendations. Consult with stakeholders. Draft optimisation structure and job descriptions. Undertake investigations to optimise work procedures and methods. Gather all

relevant information from current resources available as preparation for meeting / interview with relevant manager i.e reports, policy etc. Arrange meeting / interview and gather information with all relevant role players. Analyse gathered information. Compile document (report etc) of analysed information with recommendations. Consult with stakeholders. Compile draft report with recommendations.

ENQUIRIES : Mr LI Tjale Tel No: 012 312 9498
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

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

POST 19/16 : **OFFICE ASSISTANT REF NO: 3/2/1/2023/405**

SALARY : R294 321 per annum (Level 07)
CENTRE : Office of The Chief Registrar of Deeds: Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management. Minimum of 3 years' experience in rendering a support service to senior management. Relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Written communication skills. Language Skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours. Classified Secret Security Clearance.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts

manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr L Tshivhase Tel No: (012) 338 7211 or Mr A Strydom / Ms P Matsemela Tel No: (012) 338 7211

APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at 219 Rentmeester Building; Bosman, Pretoria, 0001 before the closing date as no late applications will be considered.

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

POST 19/17 : **STATE ACCOUNTANT REF NO: 3/2/1/2023/408 (X2 POSTS)**
Directorate: Financial and Supply Chain Management Services

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Limpopo (Polokwane)
: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and salary administration (PERSAL), Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy. Communication skills (verbal and written). A valid driver's licence.

DUTIES : Process BAS, PERSAL and LOGIS transactions. Check, verify payments and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture and approve journals. Reconcile Travel Agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and portfolio of evidence on financial reports (accruals and payables report). Provide inputs on invoices paid within 30 days. Compile Medium Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and report. Perform day end and deposit confirmation.

ENQUIRIES : Mr L Mahasha Tel No: (015) 495 1956

APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

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

POST 19/18 : **RECEPTIONIST / TELECOM OPERATOR REF NO: 3/2/1/2023/406**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Directorate: District Office: Limpopo (Waterberg)
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Microsoft Package. Job related skills: Telephone etiquette skills, Good communication skills, Interpersonal skills and Switchboard operation skills. Ability to communicate in at least 3 languages spoken in the District. Ability to learn the Department's service delivery components. Ability to take initiative and work independently. Ability to organise and prioritise work.

DUTIES : Render the main reception area services. Take down messages when required. Distribute messages promptly. Attend to all clients \ visitors and direct them to relevant officials promptly. Conduct customer services. Attend to all client queries. Supply basic information to customers regarding the Department's services when required. Operate switchboard machine. Operate

the switchboard by answering incoming and outgoing calls at all times. Keep database of other important contact numbers on an on-going basis. Report fault on the telephone system when needed. Utilise the Telephone Management System to monitor telephone cost on an on-going basis. Screen and forward calls. Receive telephone messages. Administer telephone accounts. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly.

ENQUIRIES : Ms D Machoga Tel No: (015) 495 1955
APPLICATIONS : Applications can be submitted by post to: Private Bag X9312, Polokwane, 0700 or hand delivered during office hours to: 61 Biccard street, Polokwane, 0700.
NOTE : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

POST 19/19 : **LABORATORY ASSISTANT REF NO: 3/2/1/2023/399**
 Directorate: Inspection Services

SALARY : R171 537 per annum (Level 04)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies. Document management and Procurement procedures. Ability to work with dogs. Occupational Health and Safety Act. Public Service Regulations. Cultural diversity Job related skills: Computer literate in Microsoft Office software. Planning and organising skills. Ability to work in a team and under pressure. Ability to communicate well and interact with people at different levels. Law enforcement skills. Interpersonal skills. Problem solving skills. Interpretation skills. Report writing skills. A valid driver's licence and the ability to drive a motor vehicle. Willingness to work extended hours.

DUTIES : Prepare samples for the determination of i.e. chemical residues, potential of hydrogen (ph), Electrical conductivity (EC), mycology etc. which would, inter alia, entail the following: Labelling of samples. Collecting / taking samples for preparation (i.e. blood, water, soil, tissue). Preparation of sample material by e.g weighing, drying, cutting etc. Preparation of media. Preparation and staining of smears. Preparation of stains, buffers and reagents. Storage of samples. Packing and / or transporting of samples. Assist in decontamination and disposal of used samples. Removal of waste as prescribed. Perform routine analysis of samples under supervision of senior personnel which would, inter alia, include the following: Visual inspection and collection of infected material if applicable. Perform extractions and basic analyse of samples. Perform isolations and confirmatory tests. Assist in routine identification of various types of pests / diseases (including bacteria, parasites, fungi etc.). Record analyses result. Perform basic maintenance on selected equipment, instrumentation and facilities. Report all faulty equipment and instrumentation. Maintain tidiness of laboratories, clean / sterilize glassware and equipment. Monitor temperature of allocated facilities / equipment. Perform basic horticultural techniques for establishment and maintenance of plants which would, inter alia, include the following: Propagation of seeds / plants. Maintenance of plants. Planting of sample material for pathogen detection. Keep record of treatment etc. Perform basic maintenance and control functions of animal production stock: Daily care of animals (i.e. cleaning of water troughs and adding health treatments to feed). Moving animals between camps. Report unhealthy animals, mortalities and have post-mortems done. Perform administration and related functions, which would, inter alia, entail the following: Inventory control of equipment and consumables for equipment. Record keeping and updating of identified registers (i.e. registration book, sample referral, samples received, records of results, inventory of standards, reagents and chemicals). Gather documentation for invoicing of analysis. Comply with health and safety regulations.

ENQUIRIES : Ms M Arendse Tel No: (021) 809 1605
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, Indian and White Males and Persons with disabilities are encouraged to apply.
- POST 19/20** : **TRADESMAN REF NO: 3/2/1/2023/398**
Directorate: Survey Services
- SALARY** : R147 036 per annum (Level 03)
CENTRE : Western Cape (Mowbray)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate (NQF level 3). No experience required. Job related skills: Communication skills (verbal and written). Good interpersonal skills. Organizational skills. Ability to use electrical and hand tools. Ability to work independently.
- DUTIES** : Provide assistance in the maintenance of facilities, vehicles and equipment. Maintain team vehicle and caravan at all times. Maintain the stores tents at all times. Maintain tools at all times. Relocate camp when required. Repair, clean, service and safe keeping of equipment and tools according to standards. Ensure the safety storage, cleaning and routine maintenance of implements. Ensure the timely reporting of defects to mechanical workshop in order to prevent further damage. Assist with dispensing and receiving of fuels and oils.
- ENQUIRIES** : Mr P Vorster Tel No: (021) 658 4300
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- FOR ATTENTION** : Human Resource Management
NOTE : African and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

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.

<u>CLOSING DATE</u>	:	19 June 2023 at 16:00
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSSA 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)

OTHER POSTS

<u>POST 19/21</u>	:	<u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/8/16</u>
<u>SALARY</u>	:	R958 824 per annum, (all inclusive)
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and/ or equivalent. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations (UIRA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulation (PSR). Public Service Act (PSA). Operations Systems. Skills: Leadership. Management.

		Financial Management. Report writing (Advance). Computer literacy. Team Building. Negotiation. Project Management. Analytical. Communication (both verbal & written). Innovative/Creative.
<u>DUTIES</u>	:	Monitor the registration of employers and employees' declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the resources in the Sub Directorate.
<u>ENQUIRIES</u>	:	Mr Z Albanie Tel No: (053) 838 1502
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management
<u>POST 19/22</u>	:	<u>DEPUTY DIRECTOR: PROJECT REF NO: HR 5/1/2/3/25</u>
<u>SALARY</u>	:	R811 560 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3)- year tertiary qualification in Business Administration/ Public Administration/ Project Management/ Development Studies/ Information Technology and Certificate in Project Management. 5 years' functional experience in managing projects of which 2 years is at the junior management level, project governance and within PMO, PMU and / or EPMO environment. Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies. Project management information technologies e.g. PMBOK, MS project etc. Application of research methodology. COIDA. Customer Service (Batho Pele Principles). Technical knowledge. Quality management principles and processes. Public policy and frameworks. Legislative Requirement: Public Finance Management Act (PFMA). Public Service Regulations Act. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). LRA, EE Act, SDA & BCEA. Skills: Strategic management. Programme and project management. Strong analytical skills. Financial management. Project monitoring and evaluation. Communication skills (verbal and written). Conflict management. Decision making. Budgeting and Financial Management. Knowledge management. People and performance Management. Diversity Management. Planning and organisation. Problem solving. Risk Management and Fund Governance. Change Management.
<u>DUTIES</u>	:	Manage the integration and delivery of priority projects and programmes for the Compensation Fund. Manage project deliverables in line with Fund and Legislative quality standard and expectations. Provide best practice development and implementation in all projects and programmes. Implement the strategic and operational plan of the strategic management and programme office. Manage finances and physical assets within the strategic management and programme office. Manage resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms M Khosa at (066) 478 0037
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 19/23</u>	:	<u>PSYCHOMETRIST / REGISTERED COUNSELLOR REF NO: HR4/4/8/18</u>
<u>SALARY</u>	:	Grade 1: R645 129 – R713 835 per annum, (OSD) Grade 2: R734 811 – R813 369 per annum, (OSD) Grade 3: R829 688 - R918 630 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Four-year tertiary in B-Psych degree/Honours degree in Psychology/Honours degree in Industrial Psychology. Grade 1: 0 years' experience. Grade 2: 8 years' experience Grade 3: 16 years' experience. Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Public Service Act. Skills Development Act. Unemployment Insurance Act. Health Professions Act. Employment Equity Act. COIDA, POPA Act. Skills: Planning and Organising, Communication. Computer. Analytical. Presentation. Interpersonal. Report writing, Leadership, Networking.

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

ENQUIRIES APPLICATIONS : Mr A Senakhomo Tel No: (053) 838 1545

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Sub-directorate: Deputy Director: Human Resources Management

POST 19/24 : **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/26**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
 : Compensation Fund, Pretoria
 : Three-year qualification Systems/Technology/Informatics. 4 years' functional experience in Information systems of which 2 years is supervisory. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA Guidelines. Public Service Act (PSA). Legislative Requirement: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical proficiency. Business Writing Skills. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problems. Planning and organizing. Problem solving and decision making. Team leadership.

DUTIES : Enhance the performance and functionality of Financial Management systems. Co-ordinate daily activities of the systems and provide support to end users. Co-ordinate the regular maintenance of financial systems. Supervisor of staff.

ENQUIRIES APPLICATIONS : Ms MM Munonde at (082) 523 3261

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

NOTE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

POST 19/25 : **ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/27**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
 : Compensation Fund, Pretoria
 : Three-year tertiary qualification in Internal Audit/Computer Science/Information System. Certified Information System Auditor- CISA as an added advantage. Certified Information Security Manager-CISM as an added advantage. Certified Information System Security Practitioner-CISSP as an added advantage. 4 years' functional experience in ICT audits of which 2 years in supervisory experience. Institute of Internal Auditors. ISACA. Knowledge: Compensation Fund policies, procedures, processes. ICT Audit standards. COBIT (Control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: 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 : Provide inputs and implement the ICT audits strategies, plans, guidelines and methodology. Conduct ICT audits assignments in accordance with the audit methodology. Provide progress on ICT audits activities. Management of resources in the sub-directorate.

ENQUIRIES : Ms T Dikokoe at (071) 148 4046

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 19/26 : **ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/28 (X2 POSTS)**

SALARY : R424 104 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Accounting/Finance/Internal Audit/Informatics/Business Management/Operations Management/Public Administration/Clinical Qualification. 4 years' functional experience in financial services/medical aid/claims processing environment of which 2 years is supervisory experience. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk Awareness. Technical knowledge. General knowledge of the Public Service Regulation. Legislative Requirement: COIDA. PFMA and National Treasury Regulations. Skills: Data Analytics. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Management. Problem Solving and Analysis. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer focus. Communication. Risk Management and Corporate Governance.

DUTIES : Coordinate the finalization of medical invoices for Head Office and Provinces. Provide input in the development of policies and operational plans for provinces. Monitor medical payments to prevent wasteful expenditure for Head Office and Provinces. Provide technical support to provincial offices and medical service providers. Management of all resources in the sub-directorate.

ENQUIRIES : Ms R Thipe/ Ms K Mamabolo Tel No: (012) 406 5631

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 19/27 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: HR 5/1/2/3/29**

SALARY : R424 104 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Human Resources Management/Training & Development/Management of Training. 4 years' functional experience in skills development of which 2 years is supervisory. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Services. Compensation Fund value chain and business processes. Department of Employment and Labour and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). DPSA guidelines on COIDA. Legislative Requirement: Skills Development Act. COIDA Act, Regulations and Policies. Public service Act. Public Service Regulations as Amended as of 2016. Skills Development Act,1998 (Act No 97 of 1998). Skills Development Levies Act,1999 (Act No 9 of 1999). South African Qualification Authority Act, 1995 (Act No 58 of 1995). South African HRD strategic Framework. White paper on the transformation of the Public Service,1995. White paper on Public Service Education and Training,1997. Labour Relations Act,1995. Employment Equity Act,1995. PFMA and National Treasury Regulations. Skills: Skills development Self-Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Planning and Organizing. Problem solving. Project or programme management. Team leadership. External Environmental Awareness. Human Resource Planning Skills. Training and Development (HRD) Skills.

- DUTIES** : Coordinate the submission of the identified training needs from the various Chief/Directorate training needs and the implementation of the Workplace Skills plan (WSP) for the Compensation Fund. Implement training intervention, PDPs, Bursaries, Learning and skills development in the Compensation Fund. Coordinate the Developmental programme of the Compensation Fund. Coordinate and implement both Compulsory Induction Programme (CIP) and Departmental Orientation as per approved plan in the Compensation Fund. Manage the staff and resources for the HRD unit.
- ENQUIRIES APPLICATIONS** : Mr N Khuzwayo at (076) 430 1163
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 19/28** : **ASSISTANT DIRECTOR: BUSINESS CONTINITY MANAGEMENT REF NO: HR 5/1/2/3/30**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
Compensation Fund, Pretoria
Three-year tertiary qualification in Business Continuity Management/ Disaster Management/ Crisis Management/ Risk Management/ Business Management. A certificate in Business Continuity Management will be an added advantage. 4 years' functional experience in Business Continuity Management \ Disaster Recovery/ Crisis Management. Knowledge: Compensation Fund policies and procedures. Customer Service Principles (Batho Pele Principles). Compensation Fund values. Public Service Act and Regulations. Knowledge of corporate governance requirements. Awareness of risk finance and risk control concept. Experience of crisis and /or incident management processes. Legislative Requirement: Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public Service Act. Public Service Regulations. National Treasury Regulations. Supply Chain Management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. Promotion of Administration Justice Act (PAJA). Disaster Management Act. Skills: Required Technical proficiency. Business Writing Skills. Required IT skills. IT Operating Systems. Budgeting and Financial Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Developing others. Diversity Management.
- DUTIES** : Provide inputs in the development of business continuity management plans, policies and strategies. Coordinate the implementation entity-wide business continuity strategies and response arrangement. Conduct awareness campaigns to alert employees of disruptive events.
- ENQUIRIES APPLICATIONS** : Ms KDL Masanabo at (078) 338 2539
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 19/29** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/31**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
Compensation Fund, Pretoria
Three-year tertiary qualification in Risk Management/ Internal Auditing or Finance related qualification. 4 years' functional experience in risk or internal audit environment of which two (2) years is at senior practitioner level or equivalent level. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value and business processes. Customer Service Principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Risk Assessment. Risk Management and audit practices. Knowledge of investigation methods and techniques. Required Information technology knowledge. Compensation Fund

Information technology operating systems. DPSA guidelines on COIDA. Risk management compliance. Framework for risk governance. Public service regulations. Risk management policies and procedures. Legislative Requirement: Public service regulations. COIDA. Treasury Regulations. Public Finance Management Act. Basic condition of employment Act. Labour Relations Act. Skills: Excellent communication (verbal and written). Programme and Project management. Problem solving and analysis. Conflict management. Research analysis and methodology. Decision making. Budgeting and Financial Management. People and performance Management. Developing others. Diversity Management.

DUTIES : Provide inputs to manage risk management services within the Funds. Facilitate risk assessments process and profiling to ensure effective risk and control identification. Coordinate risk awareness, education and training programmes. Management of resources

ENQUIRIES : Ms K Nkabinde at 060) 963 5592

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 19/30 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR4/4/1/182**

SALARY : R424 104 per annum

CENTRE : Provincial: Office: East London

REQUIREMENTS : LLB degree / Four (4) year legal qualification. Two (2) years' functional experience in legal environment. Admission as an Attorney/Advocate. A Valid Drivers License. Knowledge: Public Service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Verbal and written communication, Verbal and written communication, Good interpersonal relations, Problem solving, Computer literacy, Facilitating, Presentation, Conflict management, Research, Litigation.

DUTIES : Implement statutory processes with respect to all Labour Legislation and Inspection and Enforcement Services Policies. Implement advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre Monitoring program for enforcement files. Oversee administration for statutory services in the province. Monitor the resources within the Unit.

ENQUIRIES : Ms P Mbongwana Tel No: (043) 701 3256

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

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

POST 19/31 : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR4/4/8/22**
(Three- years contract)

SALARY : Chairperson will be remunerated according to rates approved by the Department

CENTRE : Provincial Office Kimberley

REQUIREMENTS : A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a chairperson of the Risk Management Committee of the Department of Labour: Northern Cape. Candidates should have executive management experience in governance, risk management and internal controls environment for more than ten years with exposure in serving in the oversight committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management, Ethics and Business Continuity Management, Applicants should be independent and knowledgeable on the status of their positions as a

Chairperson of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Audit profession and developmental aspects, Departments Values, Technical Knowledge, All legislation frameworks governing the operation of Department of Employment and Labour. Skills: Analytical thinking, good communication, openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, Ability to offer new perspective.

DUTIES

: Fulfil oversight responsibilities with regard to governance, risk management, internal control, legal and regulatory compliance, external and internal audit, anti-fraud and Corruption, compliance management, ethics and business continuity plan. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

ENQUIRIES

: Ms M Tadi Tel No: (053) 838 1616

APPLICATIONS

: Chief Director Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION

: Sub-directorate: Deputy Director: Human Resources Management

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



CLOSING DATE
NOTE

: 19 June 2023 before 12h00 noon. No late applications will be considered.

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

OTHER POSTS

<u>POST 19/32</u>	:	<u>DEPUTY DIRECTOR: MEDICAL BENEFIT ADMINISTRATION REF NO: DD/MBA/PRG2.1/2023/05-1P</u> Medical Benefit Administration Programme 2. 1
<u>SALARY</u>	:	R958 824 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma / B Degree/ B Tech (at least 360 credits) with six (6) years' appropriate experience in the Benefits payment environment or the Medical Aid payment / administration environment of which at least three (3) years' experience in a managerial role. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Experience and knowledge of any/combo of the following systems may serve as an advantage: Benefit payment processing systems. Knowledge of the Administration of Employee Benefits. Knowledge of GEPF services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of applicable relevant legislation within the Medical Benefit Administration environment as well as PFMA. Managerial / leadership skills. Business analytical skills. Customer orientated. Good decision making and problem-solving skills. Effective communication skills (verbal and written) with the ability to communicate at all levels. Ability to work independently. Ability to delegate. Ability to work under pressure. Ethical business conduct. Interpersonal relations. Presentation skills.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage the processing of post-retirement medical benefit applications: Oversee the manner in which the post-retirement medical benefits are processed in compliance with the Medical Scheme rules and PSCBC Resolutions, Determination and Directives. Oversee the linking, pre-verification and processing of the documentation. Oversee the liaising with relevant stakeholders regarding incomplete information and supporting documentation on the application documents. Oversee the issuing of benefit letters to members and stakeholders (Medical Schemes). Support the CRM in providing feedback in resolving queries from members pertaining post-retirement medical benefits. Ensure various communications to be distributed to internal and external stakeholders from the Medical Benefit Administration area. Ensure accurate and complete information is communicated as per prescribed legislation. Manage the benefits payment process: Support the CRM in providing feedback in resolving queries from members pertaining post-retirement medical benefit payment. Manage and eliminate delays in the payments of post retirement. Oversee that all payments relating to Medical Benefit Administration is in accordance with applicable legislation and PFMA. Ensure that all payments captured in the BAS system are verified and in line with the PFMA and other legislative requirements. Ensure that BAS payment stubs are printed daily and distributed to Medical Benefit Administration: Finance. Oversee that annually, bi-annually, and monthly tax reconciliations are processed and paid according to SARS legislations. Oversee the implementation of annual subsidy increases as well as medical scheme annual contribution increases. Assist in the testing and implementation of system changes to enhance performance in the Section. Provide input to the strategic management of the Section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant legislation applicable to post-retirement medical benefits. Develop, enhance and implement policies, processes and procedures that are relevant to the Section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Provide monthly, quarterly and annual reports and statistics regarding the performance of the section to management. Provide interpretation and advice on the applicable legislation and rules governing post-retirement medical benefits. Manage all resources in the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and development needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and effectiveness, minimizing absenteeism and turnover. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental

		communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.
<u>ENQUIRIES</u>	:	Rebecca Hatlane Tel No: (011) 941 1953 (from Phaki Personnel)
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpaa1@phakipersonnel.co.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to manage the Post-retirement medical benefit activities within the Medical Benefit Administration Section of GPAA. A permanent position of Deputy Director: Medical Benefit Administration is currently available at the MBA Unit of Programme 2.1 of the GPAA.
<u>POST 19/33</u>	:	<u>INTERNAL AUDITOR: REGULARITY AUDIT REF NO: IA/RA/2023/05-1P</u> Internal Audit
<u>SALARY</u>	:	R359 517 per annum (Level 08), (basic salary)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma or equivalent three year qualification (at least 360 credits) with three (3) years relevant experience within the Internal Audit environment. Computer literacy that includes a good working knowledge of Microsoft Office packages. Knowledge of service delivery innovation. Knowledge of client orientation and customer focus. Knowledge of Financial management. Knowledge of people management. Knowledge of Programme and Project management. Knowledge of relevant legislative requirements and GPAA policies and procedures. Knowledge of Pension Fund Regulations and Rules. Knowledge of Benefits Administration. Knowledge of Relevant systems. Communication skills (verbal and written). Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Customer Relationship Management (Channel Management). Industry knowledge. Financial management including budgeting and forecasting. Compliance Management. The applicant is encouraged to attach supporting documentation such as ID, all qualifications and driver's license (where applicable) – no need to be certified - as this assists in the turnaround time of the recruitment process.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Undertake Audit projects: Perform Internal Audits as allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the internal control environment; Compile audit findings, collating relevant working papers to provide evidence to support audit findings; Recommend actions emerging from audits based on schedule of findings collected; deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required; Internal Audit reporting: Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addresses by the Internal Audit process. Prepare reports on audit findings for submission. Flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submissions. Assist in the preparation of reports for EXCO and the Audit Committee. Develop preliminary audit plans: recommend priority areas for the Internal Audit Programme based on preliminary survey of risk areas; Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workplace plan for each audit engagement, specifying resource requirements, time frames and priority areas; obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Process improvements and Research. Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures. Check the integrity and reliability of financial and/or information on computerized systems, recommending any changes required to the Audit Assistant Manager. Provide advice and guidance on Audits to be conducted and propose solutions for financial and/or technical related problems. Contribute to raising awareness of the internal Audit business unit by engaging with stakeholders.
<u>ENQUIRIES</u>	:	Koena Tibane Tel No: (011) 941 1953

APPLICATIONS : It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit11@phakipersonnel.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the role is to provide an internal audit service for an allocated area in order to minimise risk to GPAA. One permanent position of Internal Auditor: Regularity Audit is currently available at the Government Pensions Administration Agency: Internal Audit Section – Pretoria Head Office.

POST 19/34 : **ADMINISTRATOR: PAYROLL REF NO: FA/PAY/2023/05-2C**
Finance
12 months contract

SALARY CENTRE REQUIREMENTS : R241 485 per annum (Level 06), basic salary plus 37% in lieu of benefits
: Pretoria
: An appropriate three-year tertiary qualification (Degree/ National Diploma or equivalent 3-year qualification at least 360 credits/NQF 6) ideally in the Finance field with 18' months proven experience in Salary administration / Payroll/ Finance or Grade 12 or equivalent with three (3) years proven experience in Salary administration/Payroll/Finance. Experience within Salary Administration or Payroll will be preferential. Computer literacy that would include a good working knowledge of Microsoft Office products. Working knowledge of ACCPAC/BAS/PERSAL will serve as an advantage. Knowledge of the calculations of salaries and benefits (job knowledge). Knowledge of ACCPAC/BAS/Accounting systems. Knowledge of Debtors recovery process. Excel and MS Word. Knowledge of PFMA and National Treasury Regulations. Knowledge of Regulatory Reporting requirements. Knowledge of PERSAL. Written and verbal communication skills at all levels. Planning and organization. Time management skills. Conflict management skills. Numerical skills. Ability to work under pressure. High level of reliability and adaptability. Ability to multi-task. Ability to work in a team and independently. Attention to detail / accuracy. Honesty and integrity. Ability to perform routine tasks.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide administrative support to Internal GPAA employees and external clients. Resolve general enquiries and escalate unresolved and high level enquiries. Process payments of supplementary runs. Distribute statements from PERSAL to third parties. Distribute ACCPAC statements to debtors. Communicate to Government departments/ Parastatals with regards to departmental claims deductions and compensation. Ensure all documents are checked according to DPSA and Departmental guidelines on PERSAL, all claims and advices. Provide administrative support to the unit: Distribute PERSAL payroll reports. Receive and filing of correct certified payroll reports. Follow-up of outstanding PERSAL payroll reports. Perform office administrative activities. Draft and type standard correspondence and documents. Initiate stationery and equipment orders for the section. Provide requested documents on audit queries. Liaise with business units with regard to Payroll related matters: Submit debt advice to HR. Submit changes on employee profile to be made on PERSAL. Submit PERSAL reports to general ledger. Receive transport documents of subsidized vehicles from security. Receive and verify appointment documents. Receive Annexure A documents and leave calculation for termination process. Receive leave without pay advice. Provide debt management and recovery in the unit: Issue and obtain acknowledgement of debt. Create debt on financial system. Follow up and recover debt. Calculate and create interest batch. Allocate and capture receipts, invoices, adjustments and credit/debit notes on the system. Prepare documents for summons to legal section. Track and trace of debtors. Prepare age analysis report for year end on in-service, out of service and third party. Compile a list for debtors recommended for write-off and bad debt provisions. Filing of all documents. Reporting monthly on recovery progress.

ENQUIRIES APPLICATIONS : Mxolisi Makhasana Tel No: (011) 941 1953
: It is mandatory to email your application (comprehensive CV and new Z83 signed) to Recruit7@phakipersonnel.co.za quoting the reference number in the subject heading of the email.

NOTE : The purpose of the role is: to render administrative support to the Payroll Administration unit within GPAA. Two contract positions of Administrators: Payroll (12 months) are currently available at the Government Pensions Administration Agency: Finance – Pretoria Head Office.

<u>POST 19/35</u>	:	<u>EB ADMINISTRATOR – PROCESSOR MEMBER MAINTENANCE REF NO: EBA/PMM/2023/05-7C</u> Employee Benefits Programme 2.2 (Membership) 12 months contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06), basic salary plus 37% in lieu of benefits Pretoria Office An appropriate three (3) year tertiary qualification (preferably in Public Administration or Finance) with 18 months proven administration/processing experience in Employee Benefits or Financial Services or Life Insurance OR A National Senior Certificate/Matric/Grade 12/equivalent qualification with three (3) years proven administration/processing experience in Employee Benefits or Financial Services or Life Insurance. Computer literacy on Microsoft Office products especially Excel. Knowledge of GEPF services and products. Knowledge of Financial administration. Knowledge of applicable Legislation within Employee Benefits Section. Planning and organizing skills. Decision making and problem-solving skills. Good communication skills. Work independently. Customer service orientation. Ability to work under pressure. Interpersonal relations.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process membership records of active and exit membership: Update member profile and process admissions of new members to the fund. Updating personal details of active members via CIVPEN and/or Workflow systems. Updating dependent and/or beneficiary details on active member profile. Rectify/update employment and service period details of active members. Accurately capture employer and member's details on the system in accordance with the relevant GEPF rules and Regulations. Ensure vital documentation has been provided for proof pertaining to required changes. Maintain ownership and hold responsibility of all documents once they are read in. Access the relevant function on the system to load beneficiaries' information as per the form WP1002. Forward updated information to supervisor to conduct quality checks. Ensure that messages / comments on all documents read out are precise and simple for others to understand. Provide verification support: Identify system number linking errors and process cases or escalate to the linking processor. Make corrections of system/user errors via Process Status 2 reports. Verify and accurately update member's details on the system in accordance with the relevant GEPF rules. Verify that relevant documents are attached before processing an exit document. Demonstrate outstanding job knowledge and apply technical skills. Create an error memo to Back Office to follow-up on the incorrectly completed exit documents. Identify and correct document linking or escalate to Administration Officer for assistance when required. Attend to member queries: Deal with dedicated queries as a matter of urgency and ensures that resolutions are implemented. Request additional or more information if required. Follow-up on vital information to be submitted. Render both routine and ad hoc services where necessary or on request from a supervisor or management, delivering or collecting urgent cases. Provide clerical support services in handling of documents: Ensure that processed exit documents for relevant section are counted and put in secured/locked boxes. Hand deliver any urgent exit documents to the relevant unit for further processing. Investigate the missing documents and file. Print and certify copies of the printed documents. Refer rejected cases to relevant business units.
<u>ENQUIRIES</u>	:	For any technical issues please contact Destiny Penniken Tel No: (011) 883 5035 or email destinyp@affirm.co.za
<u>APPLICATIONS</u>	:	It is mandatory to send your application (comprehensive CV and new Z83 signed) to www.affirmativeportfolios.co.za/GPAA/ quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is to provide administration support services of Membership Maintenance function within GPAA. Various EB Administrator: Processor Member Maintenance 12-month contract positions are available at Membership within the Government Pensions Administration Agency.

<u>POST 19/36</u>	:	<u>EB PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION PROCESSING REF NO: PBAP/EB-OPS/2023/05-1C</u> Employee Benefits: Pensioner Maintenance Unit 12 months contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06), basic salary plus 37% in lieu of benefits Pretoria An appropriate three (3) year N Dip/B Degree or similar three year tertiary qualification with at least 360 credits (preferably in administration/finance) with 18 months proven experience in the processing and/or payment of claims. Candidates with experience in the administration and processing of Retirement fund/Employee Benefits claims will receive preference OR A Senior Certificate/Matric/Grade 12 (ideally with either Mathematics or Accounting as a passed subject) with three (3) years proven experience in the processing and/or payment of claims. Candidates with experience in the administration and processing of Retirement fund/Employee Benefits claims will receive preference. Experience of the MS Office package, with particular focus on MS Excel. Knowledge of Standards and procedures of Claims Processing. Knowledge of Employee Benefits. Knowledge of Client Relations Management. Knowledge of GEPF Services & Products will serve as an advantage. Knowledge of GEP Law & Rules will serve as an advantage. Knowledge of GPAA Policies will serve as an advantage. Analytical thinking. Financial management. Analytical thinking. Good communication skills both verbal and written. Problem solving skills. Customer orientation. Creative thinking. Negotiation skills. Logical thinking. Attention to detail. Ability to build strong network relationship. Stakeholder management. Production driven.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process Claims. Review applications/claims received for various types of exits or claims. Check that all supporting documentation is attached as per the requirements of the specific claim. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member's information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether beneficiaries indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of the various Funds/schemes. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.
<u>ENQUIRIES</u>	:	URS Response Handling Tel No: (012) 811 1900 (application enquiries) or Felicia Mahlaba Tel No: (012) 319 1455
<u>APPLICATIONS</u>	:	It is mandatory to email your application (comprehensive CV and new Z83 signed) to gpa63@ursonline.co.za quoting the reference number in the subject heading of the email.
<u>NOTE</u>	:	The purpose of the role is: To provide administrative support for the processing and payments of pension claims. One contract position of EB Processor (EB Administrator) – Benefits Application Processing (12 months) is currently available at the Government Pensions Administration Agency: EB Pensioner Maintenance – Pretoria Head Office.

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 19 June 2023
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 19/37** : **DEPUTY DIRECTOR: DISTRICT HEALTH SYSTEM SUPPORT REF NO: NDOH 22/2023**
District and Development
- SALARY** : R811 560 per annum, an all-inclusive remuneration package of [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) in Health Science/Public Health. A Bachelor's degree (NQF 7) in Health Science/Public Health will be an advantage. A certificate in Clinical Assessment, Diagnosis, and treatment will be an added advantage. At least three (3) years' experience at Assistant Director level dealing with Primary Health Care (PHC) activities. Knowledge of Constitution, Public Service Act, 1994, Public Service Regulations, 2016 and applicable health legislation/policies. Knowledge and understanding of Primary Health Care and Community Based Services, District Health System (DHS) development and District Health Information System (DHIS) and working knowledge of Geographical Information System (GIS). Good communication (verbal and written), problem solving, policy development, analytical, coordination, financial, planning, organizing, negotiation and computer skills (MS Office package).
- DUTIES** : Manage programme and provide general administration. Provide leadership and technical support in community outreach service and programme

integration. Provide technical and strategic oversight on Ward-Based Primary Healthcare Outreach Teams (WBPHCOT) programme. Lead policy formulation, implementation, review and updates and ensure alignment to the NDOH priorities. Ensure proper monitoring and evaluation of the WBPHCOTS programme. Facilitate the development of the data collection tools (paper and electronic) and ensure reporting on the DHIS and DORA. Provide support on inter-sectoral collaboration and integrated service delivery. Convene quarterly programme management meetings with Programme Managers on programme activities, performance and planning and keep record/minutes of all meetings. Manage donor funded projects. Prepare and initiate funding proposals for new priorities and needs identified. Engage quarterly with stakeholder and WBPHCOT.

ENQUIRIES
NOTE

- : Mr RW Morewane Tel No: (012) 395 8757
- : Please note that applicants from the Coloured, Indian and White communities as well as persons with disabilities are encouraged to apply

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(WESTERN CAPE CET COLLEGE)
(THEKWINI TVET COLLEGE)**

ERRATUM: (ELANGENI TVET COLLEGE): Kindly take note that the post advertised on Public Service Vacancy Circular 18 dated 26 May 2023 they are advertised without Postal Address. The Postal address is, Private Bag X9032, Pinetown, 3600. We would like to apologize for the inconvenience caused.

OTHER POSTS

- POST 19/38** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: CORP 03/2023 (X1 POST)**
Permanent
This is a re-advertisement, all candidates who previously applied are encouraged to apply.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Thekwini TVET College (Central Office)
: Matric certificate or equivalent. Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or equivalent relevant qualification. 2–3 years' relevant experience in Human Resource development environment. Relevant PERSAL Certificate will be an added advantage. A Certificate in Facilitation/Assessor/Moderator will be an added advantage. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.), Skills Development policy of the Department of Higher Education and Training. Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Accuracy. Aptitude for figures. Good communication and interpersonal skills. Good planning, organizing, time management, financial skills. Analytical and problem solving skills. Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills. Computer skills (MS Office). Valid driver's license.
- DUTIES** : Developing and implementing the training and development plan. Developing the Work Skills Plan (WSP) and Actual Training Report (ATR), facilitate approval and submission to ETDP SETA and ensure supervision of implementation of the WSP. Coordinate, facilitate and implement training. Manage and co-ordinate performance management. Monitor the implementation of PMDS and IQMS and ensure deadlines are met. Coordination and facilitation of training programmes. Facilitate the induction of new employees in the College. Facilitate the training and development functions for the College. Ensure overall supervision and proper implementation of awarding bursaries in line with the departmental policy. Ensure overall supervision and provide technical guidance on the development of job descriptions and ensure that all officials have signed job descriptions. Ensure that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Skills analysis of staff. Develop training strategy and plan. Be the SDF of the College. Responsible for Human Resources Planning. Control the utilization of HRD Budget. Supervise physical, financial, and other resources.
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: (031) 2508408
: Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed

candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. Note: The candidate will be required to make a presentation of 5 minutes on any of the matters in the advert as part of the assessment.

- CLOSING DATE** : 22 June 2023
- POST 19/39** : **PROJECT MANAGER: INNOVATION AND ENTREPRENEURSHIP REF NO: WCCETC/SS/2023/02**
Component: Skills, Partnership, Innovation and Development
Nature of post: (2 Year Contract, College Council Paid)
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07) +37% in lieu of benefits
: Western Cape CET College: Central Office: Bellville
: Grade 12/ Senior Certificate plus an accredited Minimum year Degree/National Diploma in study field: Management/Business Studies/Education. SDF qualification will be an added advantage. A minimum of 3 years relevant experience is required. Proven business management and utility studies. Extensive experience and knowledge in Entrepreneurship development and RPL implementation. Knowledge, skills and understanding of all phases of the job and closely related matters. Skills development project experience. Analytical, decision making, good written and oral communication and interpersonal skills, Leadership, Managerial, problem-solving skills and MS Office Package (MS Word, Excel, Power-point).
- DUTIES** : Assist with the formulation and review of policies and procedures relating to the Skills, Partnerships, Innovation and Development Branch and particularly the implementation and QA of Recognition of Prior Learning (RPL), New Venture Creation and Business Incubation. Manage and assist with the implementation of policies and procedures relating to the roll-out of Recognition of Prior Learning (RPL), New Venture Creation and Business Incubation. Contribute to strategic and Occupational planning, its implementation and review. Participate in internal and external communication via telephone, email and in meetings. Assist with marketing and recruitment (mainly Recognition of Prior Learning (RPL), New Venture Creation and Business Incubation learners). Liaise with all relevant role players within the College (i.e., Marketing, Finance, Academics, etc.). Liaise with relevant role players outside the college (i.e., SETAs, Business & Industry). Participating in monthly and adhoc skills, planning, innovation, and development branch meetings. Accurate and timeous communication to staff. Urgent staff matters and concerns reporting and handled timeously within the SLA.
- ENQUIRIES APPLICATIONS** : Ms. N Van Wyk Tel No: (021) 180 1016/17
: Applications must be hand delivered to: The Human Resources Unit, Western Cape CET College, 09 Old Paarl Road, W.J. Louw Gebou Building, Belgravia, Bellville, 7530 or electronically via email to: Recruit@WC.CETC.edu.za
- NOTE** : Applications must be submitted on new Z83 form obtainable from the college website <http://wc.cetc.edu.za/Corporate/Vacancies> or from any Public Service Department accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after the closing date, consider your application unsuccessful. The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.
- CLOSING DATE** : 19 June 2023 @16:00

- POST 19/40** : **PROJECT MANAGER REF NO: WCETC/SS/2023/03**
 Nature of post: (2 Year Contract, College Council Paid)
 Component: Skills, Partnership, Innovation and Development
- SALARY** : R294 321 per annum (Level 07) +37% in lieu of benefits
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : Grade 12/ Senior Certificate plus an accredited minimum 3-year Degree/National Diploma in the study field: Management/Business studies/Education. A minimum of 5 years relevant working experience is required and project management experience. Skills: Problem solving, interpersonal relations, communication, planning and organizing, report writing. Must be able to build internal and external relationships. MS Office Package (MS Word, Excel, Power-point). Ability to manage time effectively, statistical analysis and interpretation of student data.
- DUTIES** : Assist with formulation and review of policies and procedures relating to the Skills, Innovation and Development Branch and particularly the implementation and QA of occupational training and non-formal programs. Manage and assist with the implementation of policies and procedures relating to the roll-out of occupational training and non-formal programs. Contribute to Strategic and Operational Planning, its implementation and review. Participate in internal and external communication via telephone, e-mail and in meetings. Assist marketing with recruitment of Occupational Learners when needed. Liaise with all relevant role-players outside the College (i.e., SETA's, Business & Industry). Participate in monthly and adhoc skills innovation and development branch meetings. Accurate and timeous communication to staff. Urgent staff matters and concerns to be reported and handled timeously. Attend seminars and workshops related to occupational programs. Identify and liaise with Employers for work placement. Liaise with supervisors on implementation of work placement program. Oversee the management of the roll-out of the work placement programs, logbooks and learner discipline. Assist with sourcing of training venues. Nurture good and ongoing relationships with role-players. Manage and oversee facilitators, assessors, and moderators in their task of rolling out occupational training programs. Assist with the initiation and compilation of project budgets, invoices, and other appropriate financial related matters. Manage and oversee program related expenditure and revenue. Adhere to and Manage College processes and procedures relating to requisitioning, travel and substance claims, procurement leave measures, etc. All relevant records filed. Manage the compilation, signing and submission to MIS of program approval file for each new training program. Engage in identifying staff development and training needs, especially relating to newly developed programs to be implemented. Assist with induction and mentoring of staff. Check that all Facilitators/Assessors as well as Moderators has valid registration documentation from the appropriate SETA and are duly appointed by the college with valid contracts. Manage the compilation and submission of required reports to SETA's and/or according to contract and on the determined timelines. Assist MIS with learner registration and upload of learner results on the relevant SETA databases. Provide correct information, development, and maintenance of the College QMS. Introduce and manage corrective measures related to low scoring performance areas from QA audits.
- ENQUIRIES** : Ms. N Van Wyk Tel No: (021) 180 1016/17
APPLICATIONS : Applications must be hand delivered to: The Human Resources Unit, Western Cape CET College, 09 Old Paarl Road, W.J. Louw Gebou Building, Belgravia, Bellville, 7530 or electronically via email to: Recruit@WC.CETC.edu.za
- NOTE** : Applications must be submitted on new Z83 form obtainable from the college website <http://wc.cetc.edu.za/Corporate/Vacancies> or from any Public Service Department accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful

candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after the closing date, consider your application unsuccessful. The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.

CLOSING DATE

:

19 June 2023 @16:00

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** : 19 June 2023 at 16h00
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. 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 19/41** : **DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT EVALUATION REF NO: DOHS/20/2023**
 Branch: Entities Oversight, IGR, Monitoring and Evaluation
 Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation
 Directorate: Human Settlements Programmes and Projects Evaluation
 (This is a re-advertisement, candidates who previous applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), all-inclusive salary package
 : Pretoria
 : Candidates should be in possession of Matric/Grade 12, relevant Bachelor's degree in Built Environment (NQF level 7), Economics or equivalent thereof as recognized by SAQA. Proven experience in both project and programme management and evaluation. Proven qualitative and quantitative research methodology skills. Knowledge and understanding of statistical analysis packages. Good report writing skills. Minimum of 5 years relevant experience at middle management level. Knowledge and understanding of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector. Good problem-solving skills coupled with strategic capacity, leadership, and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills. Knowledge and understanding of Service Delivery models. Good people management skills, empowerment, and time management. The successful candidate must

be results driven and be able to work under pressure. 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. The course is available on the NSG website 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>.

DUTIES : The successful candidate will be responsible for: The evaluation and compliance of human settlements projects and programmes as a sector. Provide strategic intervention on the performance of sector projects and programmes. Provide evaluation reports on the sector. Evaluate compliance to the Monitoring and Evaluation Policy and Implementation Framework (MEIA) for the Human Settlements Sector aligned to the Medium-Term Strategic Framework. Evaluate and report on the Environmental Implementation Plan (EIP) of the Human Settlements Sector. Evaluate and report on the Sustainable Development Goals (SDGs) for the Human Settlements Sector.

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

APPLICATIONS : Applications can be e-mailed to dohs@ursonline.co.za

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

POST 19/42 : **DIRECTOR: SECTOR STRATEGY DEVELOPMENT REF NO: DOHS/21/2023**
Branch: Research, Policy, Strategy and Planning
Chief Directorate: Sector Strategy Development

SALARY : R1 162 200 per annum (Level 13), all-inclusive salary package

CENTRE : Pretoria

REQUIREMENTS : Matric/Grade 12 or equivalent, relevant Undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences/ Built Environment/ Economic and Management Services. Extensive 5 years' experience at middle/ senior management level in research, strategy formulation and project management. 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 Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicants must be able to develop strategies and manage the implementation thereof. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. 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. The course is available on the NSG website 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>

DUTIES : The successful candidate will be expected to manage the development of human settlement strategy; manage the development of the implementation framework for the human settlements strategy; manage the roll-out of the strategy across the sector; provide support in ensuring alignment of sector plans to the human settlements strategy.

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

APPLICATIONS : Applications can be e-mailed to dohs@ursonline.co.za

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

OTHER POSTS

POST 19/43 : **ORGANISATIONAL DESIGN PRACTITIONER REF NO: DOHS/22/2023**
Branch: Corporate Services

SALARY : R294 321 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Candidates should be in possession of a Diploma/Degree (NQF Level 6/7) in Management Services/Operations Management/Production Management/ Industrial Engineering/ Human Resource Management/ Industrial Psychology OR any other equivalent qualification in Work-Study/Organizational Development. Minimum 2 years relevant experience. A certificate in Job Evaluation Analysis from the National School of Government. Good knowledge

of the Public Service Act, Public Service Regulations, Directive on changes to Organisational Structures by Departments, Batho-Pele Principles, Computer literacy, good communication skills (both written and verbal), Interpersonal skills.

DUTIES : The successful candidate will be responsible to Conduct Job Evaluations. Develop and/or review Job Descriptions. Conduct Organisational Design and work-study investigations. Develop and/or review of the Department's Organisational Structure. Provide Administrative support to the unit.

ENQUIRIES : Ms N Zondo Tel No: (012) 444 9213
APPLICATIONS : can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001

POST 19/44 : **COMMUNICATION OFFICER REF NO: DOHS/24/2023**
Branch: Corporate Services

SALARY : R241 185 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of Matric/ Grade 12, relevant undergraduate qualification (NQF level 6/7 as recognized by SAQA) in Graphic Design/ Motion Graphics. Experience in graphic design and motion graphics will be an added advantage. Good communication skill, both written and verbal. Knowledge of all adobe Creative Cloud Applications (design software) and a high level of computer literacy. Good planning and organizing skills. Ability to work efficiently and effectively under pressure. Innovative and creative. Valid Driver's license will be an added advantage.

DUTIES : The successful candidate will be expected to: Assist in Departmental production, design, layout, and production processes. Assist in designing social media artwork. Assist in managing the departmental brand on all designed collateral. Manage administrative content in the unit.

ENQUIRIES : Ms N Zondo Tel No: (012) 444-9213
APPLICATIONS : can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001

NOTE : Male candidates and people with disabilities are encouraged to apply

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

- APPLICATIONS** : **Centurion/Northern Management Region:** Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046
KwaZulu - Natal Region: P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001
Cape Town/Western Cape: Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
Eastern Cape: P.O. Box 192, East London, 5200. Alternatively applications may be handed in at East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200
- CLOSING DATE** : 30 June 2023
- NOTE** : The application must include only the completed and signed new Z83 Form (which has been in effect since 1 January 2021), obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive and detailed Curriculum Vitae, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks of experience as compared to the Public Service, as well as at least three contactable references. Certified copies of the Identity Document, Senior Certificate, Driver's License where necessary and all qualifications mentioned in the CV, as well as a SAQA verification report for foreign qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates and other suitability checks. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted when requested. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to JICS being processed by JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, under the Protection of Personal Information Act, 2013. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. JICS reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indians and people living with disabilities.

OTHER POSTS

- POST 19/45** : **ASSISTANT REGIONAL MANAGER: EASTERN CAPE MANAGEMENT REGION REF NO JI 03/2023**
This is a re-advertisement. Previous applicants are encouraged to re-apply.
- SALARY** : R424 104 per annum (Level 09)
CENTRE : East London
REQUIREMENTS : A Senior/Matric or an equivalent Certificate, and appropriate 3 year Degree/National Diploma in Public Administration/Public Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years relevant work experience in the criminal justice sector with at least four (4) years' experience on supervisory level. Knowledge of relevant legislation and prescripts as well as how this post contributes to the implementation of the National Development Plan. Knowledge of intergovernmental relations. A Valid driver's license is essential. Computer literacy. Analytical and problem-solving skills. Conflict, Time and Diversity management skills. Computer literacy.
- DUTIES** : The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff and all administrative procedures of the unit. Exercise control over the ICCV post establishment and VC demarcation. Handling of inmates' complaints. Management of policies and other working documents. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organisations. Monitor the implementation of JICS policies by unit staff and contract workers. Plan and coordinate trips by unit staff to ensure the best financial practice and account for assets reflected in the unit's register. Perform any duty delegated by the Regional Manager and or Director: Region Management.
- ENQUIRIES** : Ms J Gericke Tel No: (043) 722 2729
NOTE : Applications for post of Assistant Regional Manager: Eastern Cape to be submitted to Centurion office
- POST 19/46** : **SECRETARY REF NO: JI 04/2023**
Directorate: Management Regions
(12-month contract appointment)
- SALARY** : R202 233 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Centurion
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- DUTIES** : The successful candidate will be responsible to serve as the secretary/administrator to the Directors. Answering and screening of telephone calls. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travelling arrangements. Ensure submission of travel claims for the relevant Senior Manager.
- ENQUIRIES** : Ms P. Luphuwana, Ms S Suliman Tel No: (021) 421 1012
- POST 19/47** : **ADMINISTRATION CLERK: FINANCE REF NO: JI 05/2023 (X2 POSTS)**
Directorate: Support Services
(6-month contract appointment)
- SALARY** : R202 233 per annum (Level 05) + 37% in lieu of benefits
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook). Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL/ BAS and LOGIS system will be an added advantage.

- DUTIES** : The successful candidates will be responsible to assist with Debt administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.
- ENQUIRIES** : Ms. R Thompson Tel No: (021) 421 1012
- POST 19/48** : **MESSENGER/CLEANER REF NO: JI 06/2023**
Directorate: Support Services
(12-month contract appointment)
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02), plus 37% in lieu of benefits
: Centurion (Head Office)
: Applicants must be in possession of a Grade 10 or ABET (NQF level1-4). Ability to use machinery (vacuum, urn etc.) Ability to read and write. Communication and listening skills planning, organising and people skills.
- DUTIES** : The incumbent will be responsible for cleaning offices and create an orderly working environment Cleaning GG vehicles and safekeeping of equipment ordering cleaning material Ad-hoc tasks as delegated by the supervisor a driver's license will be an added advantage.
- ENQUIRIES** : Mr K van der Merwe Tel No: (012) 321 0303
- POST 19/49** : **INDEPENDENT CORRECTIONAL CENTRE VISITOR**
(36-month contract appointment)
- SALARY CENTRE** : R75 837 per annum (3/8th, Level 05), plus 37% in lieu of benefits
: **Kwa-Zulu Natal Management Region:**
Qalakabusha Correctional Centre (Ref No: JI 07/2023)
Eastern Cape Management Region:
Grahamstown Correctional Centre (Ref No: JI 08/2023)
Idutywa Medium Correctional Centre (Ref No: JI 09/2023)
Northern Management Region:
Leeuwkop Medium A Correctional Centre (Ref No: JI 10/2023)
Boksburg Correctional Centre (Ref No: JI 11/2023)
Devon Correctional Centre (Ref No JI 12/2023)
Thohoyandou Correctional Centre (JI 13/2023)
Western Cape Management Region:
Drakenstein Medium Correctional Centre (Ref No: JI 14/2023)
Pollsmoor RDF Correctional Centre (Ref No: JI 15/2023)
Malmesbury (Ref No: JI 16/2023)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.
- DUTIES** : The incumbent will be responsible to conduct site visits and report on urgent matters. To conduct regular interviews and consultations with inmates and DCS officials regarding complaints and mandatory matters. Receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports. Provide statistical analysis of all complaints received. Attend to enquiries. Carry out all reasonable instructions by the supervisor/ Regional Manager.
- ENQUIRIES** : Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900 (Kwa-Zulu Natal Management Region)
: Ms J Gericke Tel No: (043) 722 2729 (Eastern Cape Management Region)
: Mr M Mentoor/Ms G Thabethe Tel No: (012) 663 7521 (Northern Management Region)
: Mr S Sani Tel No: (021) 421 1012 (Western Cape Management Region)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	19 June 2023
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants when shortlisted. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 19/50</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR-6): LEGAL SERVICES REF NO: 23/71/LD</u>
<u>SALARY</u>	:	R531 381 – R1 252 374 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Admission as an attorney/advocate will be an added advantage; A valid driver's licence; Knowledge and experience of the public procurement system. Skills and Competencies: Legal research and drafting skills; Report writing (memoranda) and analytical skills; Computer literacy; Communication skills (written and verbal); Planning and decision-making skills; Interpersonal and language skills; Strategic capability and leadership skills.
<u>DUTIES</u>	:	Key Performance Areas: Manage all requests for vetting of contracts, legal advice and opinions relating to contracts; Manage the process of dealing with labour litigation matters; Manage and process losses in respect of State money and property (including fruitless and wasteful and transport matters); Manage and submit report to stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mohapi Tel No: (012) 744 2026
	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.

POST 19/51 : **CHIEF ADMINISTRATION CLERK REF NO: 23/47/FS**
(This is a re-advertisement: candidates who previously applied are encouraged to re-apply)

SALARY : R294 321 – R343 813 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the High Court Office, Bloemfontein
: Grade 12 certificate or equivalent; A minimum of 3 years' experience in administration. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and outlook); Communication skills (verbal and written); Interpersonal relations; problem solving skills. Ability to work under pressure and work dependently; knowledge of PFMA; Treasury Regulations; Departmental Financial Instructions (DFI); Public Service Act and other relevant Legislation; planning and organizing.

DUTIES : Key Performance Areas: Supervise and render general clerical support service; Supervise and provide Supply Chain clerical support within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms N Dywili Tel No: (051) 407 1800
: Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office Midrand/Constitutional Court: Braamfontein:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Free State Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
Gauteng Division of High Court: Johannesburg/Pretoria/Land Claims Court Randburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- CLOSING DATE** : 19 June 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2q/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV Only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One

of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: Kindly note that the Following posts have been withdrawn: Senior Court Interpreter with Ref No: 2023/172 /OCJ advertised on Public Service Vacancy Circular 13 dated 14 April 2023 with a closing date 02 May 2023. Accounting Clerk with Ref No: 2023/187 /OCJ Advertised on Public Service Vacancy Circular 15 dated 05 May 2023 with a closing date of 19 May 2023.

OTHER POSTS

POST 19/52 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: 2023/217/OCJ**

SALARY : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Provincial Service Centre

REQUIREMENTS : Matric Certificate and a three (3) year National Diploma/Bachelor Degree in Security Management or Security Risk Management (NQF level 6). A minimum of three (3) years' supervisory experience in the security or risk management environment. Grade A/B PSIRA Certificate. A valid driver's license. Sound knowledge of PAIA, MISS, OHSA, POPIA, Access to Public Premises and Vehicles Act, and other relevant security and risk management legislation. Completion of the SSA Security Management Course will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Communication skills (verbal and written). Administration and organisational skills. Interpersonal skills. Ability to meet strict deadlines and to work under pressure. Willingness to travel and work outside normal working hours. Report writing skills.

DUTIES : Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Office of the Chief Justice and linked institutions. Implement the OCJ's Security and Risk Management policies. Development and implementation of security and risk management procedural guidelines. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-related and relevant authorities including government departments (State Security Agency, SAPS, Comsec, DOJCD, etc.). Manage the private security service provider and ensure compliance with the applicable service level agreement(s). Facilitate internal and external audits and ensure that the office is audit ready with regard to security and risk management matters.

ENQUIRIES : Technical Related Enquiries: Mr. P.J Soke Tel No: (051) 492 4523
HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523

<u>POST 19/53</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: JUDICIAL REMUNERATION AND CONDITIONS OF SERVICE REF NO: 2023/218/OCJ</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	Matric Certificate and a three year National Diploma/Degree or a Bachelor's degree (NQF level 7) in Public Administration Management as an added advantage. Skills and Competencies: Constitution of South Africa Act 108 of 1996, The Judges Remunerations and Conditions of Employment Act 47 of 1996, Regulation for Judges and the Superior Courts Act 10 of 2013.
<u>DUTIES</u>	:	Facilitate the appointment of acting and permanent Judges; Administer leave of Judges in active service; Facilitate the procurement of motor vehicles for Judges in active service; Facilitate the payment of gratuities to Judges in active service, discharged Judges and surviving spouses of Judges; Manage the payment of Judges' salaries for acting Judge, permanent Judges, discharge Judges and surviving spouses of Judges. E-Judiciary Solution for Judges. Compilation of statistics and reporting, Managing Staff and comply with HR policies.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms Cloudine Schubart Tel No: 012-357 8096 HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2527
<u>POST 19/54</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2023/222/OCJ (X3 POSTS)</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Johannesburg
	:	Matric Certificate and a three year National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) year's practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, IsiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's license will be an added advantage. Knowledge of any foreign language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written language proficiency testing. Skills and Competencies: Excellent communication skills (Written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills, Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.
<u>DUTIES</u>	:	Render interpreting services in criminal court, civil court, labour and quadri-judicial proceedings. Rendering interpreting service during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coinwords. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S Letlaka Tel No: (010) 494 8402 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>POST 19/55</u>	:	<u>JUDGE'S SECRETARY REF NO: 2023/223/OCJ (X2 POSTS)</u> (3-Year Contract)
<u>SALARY</u>	:	R294 321 – R343 815 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Johannesburg
	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To

ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved *via* e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for both maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

ENQUIRIES

: Technical Related Enquiries: Ms S Letlaka Tel No: (012) 494 8486
 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 19/56

: **PERSONAL ASSISTANT REF NO: 2023/227/OCJ**

SALARY

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

CENTRE REQUIREMENTS

: National Office: Midrand (SAJEI)
 : Matric certificate and a Secretarial Diploma or equivalent qualification. Minimum of three (3) years' experience in rendering a support service to Senior Managers. Secretarial qualification on NQF 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing the Public Service. Basic Knowledge of procurement policy and processes. Skills and Competencies: Good communication, Planning and organising skills, Good telephone etiquette, Good people skills, high level of reliability, able to pay attention to detail and meet deadlines, Proven Computer Literacy, including MS Word & MS Excel, Ability to act with tact and discretion, Self-management and motivation. Willingness to work after hours where required.

DUTIES

: Provide a secretarial/receptionist support service to the senior manager, Render administrative support services, Provide support to the senior manager regarding event coordination, meetings, workshops and conferences, Support the senior manager with the administration of the budget, study the relevant Public Service and Departmental prescripts/policies and other documents to ensure effective and efficient support to the Chief Director.

ENQUIRIES

: Technical enquiries: Dr S. Govender Tel No: (010) 493 2617
 HR related enquiries: Ms S Tshidino Tel No: (010) 492 2500/28

<u>POST 19/57</u>	:	<u>REGISTRAR REF NO: 2023/219/OCJ</u>
<u>SALARY</u>	:	R293 847 – R1 005 801 per annum. (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of The High Court
	:	Matric certificate and an LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained post-qualification. Superior court or litigation experience will be an added advantage. A valid driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written). Planning and organising, problem solving and numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
<u>DUTIES</u>	:	Coordinate case flow management and support processes to the judiciary. Comply with court rules and all relevant prescripts. Handle taxation as Taxing Master and quasi-judicial functions. Manage the issuing of all processes and initiating court proceedings. Coordinate appeals and reviews (civil and criminal). Process and grant judgments by default. Quality assurance of criminal record books. Attend to and execute requests from the judiciary in connection with cases and case related matters. Issue/sign court orders and letters to attorneys/litigants on behalf of the Court. Authenticate signatures of legal practitioners, notaries and sworn translators. Process unopposed divorces and facilitation of pre-trial conferences. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Exercise control over the management and safekeeping of case records and the records room. Deal with files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Monitor the functionality of the court recording system. Notify relevant managers regarding needs for translation/transcripts of cases. Attend/oversee to general public queries and correspondences. Manage performance in terms of the Annual Performance Plan. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Attend to office management, planning and organising. Manage/supervise staff.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4523 HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<u>POST 19/58</u>	:	<u>REGISTRAR REF NO: 2023/220/OCJ</u>
<u>SALARY</u>	:	R293 847 – R1 005 801 per annum. (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court Pretoria
	:	Matric certificate and an LLB Degree or a four (4) year legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A valid driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession).
<u>DUTIES</u>	:	Co-ordination of case-flow management and support services to the Judiciary and Prosecution. Performance of quasi-judicial functions in terms of the uniform rules of court. Manage the issuing of all processes initiating Court proceedings. Co-ordination of appeals and reviews. Facilitation of pre-trial conferences, processing of applications for hearing dates and trial dates in line with case-flow management standards. Quality checks on Criminal record books. Authenticate signatures of legal practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrar Clerks. Ensure annotation of relevant

publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organising and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.

ENQUIRIES : Technical Related Enquiries: Ms T Ledwaba Tel No: (012) 492 6694
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 19/59 : **REGISTRAR REF NO: 2023/221/OCJ**

SALARY : R293 847 – R1 005 801 per annum, (**MR3 –MR5**), Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Land Claims Court (Randburg)
: Matric certificate and an LLB Degree or a four (4) year Legal qualification or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification. (**MR3** - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4** - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5** - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes and the Court Proceedings until finalization. Co-ordinate court operations including interpreting services. Co-ordinate civil. Process opposed and unopposed applications. Facilitation of Pre-Trial conferences. Quality checks on Civil matters. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks and Judge' Secretaries. Knowledge of and adherence to policies. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Support to the legal fraternity and public. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Perform Quasi-Judicial functions and record-keeping thereof.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 5392
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 19/60 : **ACCOUNTING CLERK REF NO: 2023/224/OCJ**

SALARY : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein
: Matric certificate with Accounting as a passed subject. National Diploma in Accounting/Financial Management or equivalent will serve as an advantage. 1 year experience in finance will be an added advantage. Generic competencies: Problem solving, organizing, client orientation and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Applicant must have initiatives skills and be flexible. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of Travel and subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office.

- DUTIES** : Preparing and capturing sundry payments. Ensuring that invoices are paid within 30 days. Compiling receipts batches and capturing them on BAS. Handle petty cash and revenue management in line with PFMA and TR regulation. Generating BAS reports. Proper filling of physical payments and receipts batches for audit purpose. Maintaining all registers. Processing S&T and cell phone claims. (Submit an additional attachment for more information).
- ENQUIRIES** : Technical Related Enquiries: Mziayifani Ngonyama Tel No: (011) 359 7590
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 19/61** : **TELECOM OPERATOR REF NO: 2023/225/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
Matric certificate. Basic Computer Certificate will serve as an advantage. 1 years' experience in administration will be an added advantage. Generic competencies: Problem solving, organizing, client orientation, conflict management skills and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Sound Telephone Etiquette. Applicant must have initiatives skills and be flexible. Technical competencies: Knowledge of Office of the Chief Justice Legislation and operations will be an advantage. People with disability are encouraged to apply.
- DUTIES** : Provide a switchboard service to all clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Updated with daily activities and Office of the Chief Justice Policy and procedures to respond to the clients. Update, maintain accurate contacts and information list of services, departments, staff members and application requirements. Report faults on telephone lines to the Information Services unit within the Department. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through emails. Assist with any telephone related duties required by management. Provide highest level of prompt and friendly response related to switchboard queries. Facilitate courier services.
- ENQUIRIES** : Technical Related Enquiries: Mr. M Nonyama Tel No: (011) 359 7590
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 19/62** : **ADMINISTRATION CLERK: ASSEST REF NO: 2023/228/OCJ (X2 POSTS)**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court
Matric certificate with Accounting as a passed subject. National Diploma in Accounting/Financial Management or equivalent will serve as an advantage. 1 years' experience in finance will be an added advantage. Generic competencies: Problem solving, organizing, client orientation and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Applicant must have initiatives skills and be flexible. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of Travel and subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office.
- DUTIES** : Preparing and capturing sundry payments. Ensuring that invoices are paid within 30 days. Compiling receipts batches and capturing them on BAS. Handle petty cash and revenue management in line with PFMA and TR regulation. Generating BAS reports. Proper filling of physical payments and receipts batches for audit purpose. Maintaining all registers. Processing S&T and cell phone claims. (Submit an additional attachment for more information):
- ENQUIRIES** : Technical Related Enquiries: Mr Tel No: Mziayifani Ngonyama Tel No: (011) 359 7590
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 19/63** : **FOOD SERVICE AID REF NO: 2023/226/OCJ**
(1-Year Renewable Contract)
- SALARY** : R147 036 – R170 598 per annum, plus 37% in lieu of benefits. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment.

- CENTRE REQUIREMENTS** : Constitutional Court, Braamfontein, Johannesburg
- : Adult Basic Education and Training Course Level 4/ Grade 10. Two (2) years appropriate experience and relevant knowledge as a Food Aid. Relevant Hospitality Degree or Diploma, preferred qualification, National Diploma in Cookery and previous experience in the hospitality environment will serve as an advantage. Skills and Competencies: Good communication skills (verbal and listening), must be highly responsible with good work ethic and respect for confidentiality. Strong background in hazard analysis critical control point (HACCP) procedures and application. Knowledge of food safety and Occupational Health and Safety. Willing to work overtime in line with Public Service prescripts.
- DUTIES** : Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Provide catering services. Serve food and beverages. Ensure that the dining area is clean, tables are clean, neat and set. Clean kitchen utensils and equipment. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Setup and convey crockery, cutlery and equipment to dining areas. Removal of garbage disposal. Ensure safekeeping of office/storeroom keys and responsible for food supplies and report waste and losses (damages and theft). Rendering laundry services by washing, drying and ironing for the occupants of the Official Residence. Perform any other duty assigned by the Supervisor in line with applicable prescripts.
- ENQUIRIES** : Technical Related Enquiries: Mr M Ngonyama Tel No: (011) 359 7590
HR Related Enquiries: Ms S Tshidino / Mr K Mphela/ Mr A Khadambi Tel No: (010) 493 2500/2578/2528
- POST 19/64** : **FOOD SERVICE AID REF NO: 2023/229/OCJ**
- SALARY** : R147 036 – R170 598 per annum, plus 37% in lieu of benefits. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court
- : Adult Basic Education and Training Course Level 4/ Grade 10. Two (2) years appropriate experience and relevant knowledge as a Food Aid. Relevant Hospitality Degree or Diploma, preferred qualification, National Diploma in Cookery and previous experience in the hospitality environment will serve as an advantage. Skills and Competencies: Good communication skills (verbal and listening), must be highly responsible with good work ethic and respect for confidentiality. Strong background in hazard analysis critical control point (HACCP) procedures and application. Knowledge of food safety and Occupational Health and Safety. Willing to work overtime in line with Public Service prescripts.
- DUTIES** : Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Provide catering services. Serve food and beverages. Ensure that the dining area is clean, tables are clean, neat and set. Clean kitchen utensils and equipment. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Setup and convey crockery, cutlery and equipment to dining areas. Removal of garbage disposal. Ensure safekeeping of office/storeroom keys and responsible for food supplies and report waste and losses (damages and theft). Rendering laundry services by washing, drying and ironing for the occupants of the Official Residence. Perform any other duty assigned by the Supervisor in line with applicable prescripts.
- ENQUIRIES** : Technical Related Enquiries: Mr M Ngonyama Tel No: (011) 359 7590
HR Related Enquiries: Ms S Tshidino / Mr K Mphela/ Mr A Khadambi Tel No: (010) 493 2500/2578/2528

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME) 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) or via link: <https://affirmativeportfolios.co.za/dpme>. Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 19 June 2023 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za.

OTHER POST

- POST 19/65** : **SENIOR INFORMATION AND VETTING OFFICER REF NO: 28/2023**
Unit: Security Management
- SALARY** : R359 517 – R420 402 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate 3-year tertiary qualification (NQF 6) in Security Management/
Information Security Management or related with at least 4 years' experience
in information and vetting administration field. SSA Security management/
Security Vetting course will serve as an added advantage. Skills and
competencies: Knowledge of information and document security. Sound
knowledge of applicable legislation, policies and practices. Ability to apply
technical/ professional knowledge and skills. Ability to accept responsibility for
own area of work, 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, ability to manage
(planning and Execution); good leadership skills; ability to Manage/Control
financial resources.
- DUTIES** : The successful candidate will be responsible to render effective staff vetting
services. This entails administering of the filing system for all security
documents within the Department; rendering of administrative support services
and providing of the support to the Head of the Unit and other staff regarding
security operational meetings: liaise with the State Security Agency on vetting
matters particular in relation to administrative systems and processes and
ensuring of the classification of documents. Enforcing information and
document security within the Department: Facilitate implementation of
classification of documents through continuous communication with
directorates; ensure proper storage of classified documents is provided to the
officials; ensure that information security audits and afterhours inspections are
conducted and implement the recommendations. Ensure that Technical
Surveillance Counter Measures (TSCM) is conducted by SSA.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471 / Eugene Geldenhuys or Destiny
Penniken Tel No (011) 883 5035

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed: E-mail your application to: Advertisement182023@dpsa.gov.za

CLOSING DATE : 20 June 2023

NOTE : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POST

POST 19/66 : **ASSISTANT DIRECTOR: COORDINATION AND EXECUTIVE SUPPORT
REF NO: DPSA 18/2023**

SALARY : R424 104 per annum (Level 09). Annual progression up to a maximum salary of R508 692 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : An appropriate B. degree or equivalent qualification at NQF level 6. Minimum of 3 years' experience. Knowledge of Constitution of the Republic of South Africa, Government legislative framework, Public Service legislative and policy framework, Government programs such as the National Development Plan, Key Strategic Priorities of Government, Sound knowledge of the respective communication media, knowledge of Political and Parliamentary process in SA, knowledge and understanding of the functional; areas covered by the Executive Authority. Managerial Skills: Decision making, Problem solving, written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, Teamwork, Confidentiality, Financial Management, HR Management, Research, Change Management, Project and program management. Generic Skills: Diversity management, Facilitation, Negotiation, Presentation, Report writing, Computer literacy and conflict management.

DUTIES : To create an enabling environment for effective and efficient administration and governance of the Department. To provide administrative and Secretariat Support Service to the Office of the Director-General. To provide strategic support in the effective functioning of the Departmental Governance Structures. To provide support to the Chief Director: Office of the Director-General.

ENQUIRIES : Ms. Nokhuselo Maku Tel No: (012) 336 1343

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** : 19 June 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. The target group for this advertisement is women. 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 right 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>.

OTHER POSTS

- POST 19/67** : **DEPUTY DIRECTOR: CLUSTER PROGRAMME SUPPORT REF NO: DD CPS**
- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree (NQF level 7) in Economics / Entrepreneurship/ Development Studies or Business Management as recognised by SAQA. 6-10 years' relevant experience of which 3 must be at a supervisory level within the value chain analysis and clusters environment. Knowledge of Programme Management will be an added advantage. Training in MS Office packages. Have proven competencies: Communication (verbal and written), Programme and Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation.
- DUTIES** : Manage the delivery against the sub- directorate's operational plan inclusive of but not limited to: (allocation of work, managing performance, personnel development, and instituting discipline). Provide Cluster Programme Development support inclusive of but not limited to: (Provide support for the development of clusters for each product or industry as identified in the localisation framework, monitor that non-financial and financial support, as well as market linkages and other types of support, are provided to the cluster members and Mobilise funding and appointment of the cluster manager). Analyse the entire value chain to determine the possibility of SMMEs entering the industry and becoming meaningful participants. Provide secretariat services to the Technical and Adjudication Committees. 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
Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive

preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD CPS

POST 19/68 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT "REF NO: DD: SEC MA"**

SALARY : R811 560 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Security Management. Minimum of 5 years experience in Security and Vetting of which 3 years must be at an Assistant Director level. Broad knowledge and understanding of the functional areas of Security Vetting and Security Management. Computer Literacy (MS Office packages) and Safety and Security training. Have proven skills and competencies: Good Communication (Verbal, Written and Presentation) and interpersonal skills. Advanced planning and organising skills with the ability to listen and evaluate situations objectively. Strong policy formulation and implementation skills.

DUTIES : Develop policy, promote compliance and manage implementation thereof which includes policies, strategies, procedures, processes and risk management within vetting, safety and security. Manage the execution of security vetting, screening processes of companies and proper administration of vetting applications. Conduct security threat and risk assessments as per the MISS and MPSS, draft recommendations and conduct security planning meetings. Draft annual action and business plans, coordinate the provision of access cards and ensure all classified information is stored in line with security requirements. Conduct investigations, compile reports on findings, report incidents (including suspected incidents) of security breaches and losses of departmental property, provide recommendations and liaise with SSA / SAPS. Liaise with internal and external stakeholders, which includes providing advice, conducting formal presentations, drafting letters, submissions, reports, awareness sessions, etc.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DD: SEC MA

POST 19/69 : **ASSISTANT DIRECTOR: VALUE CHAIN SUPPORT "REF NO: ASD: VCS"**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelors Degree (NQF 7) in Economics / Public Administration/ Development Studies or Business Management as recognised by SAQA. 3-5 years' relevant experience at a Functional Specialist level in value chain analysis environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme & Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation.

DUTIES : Conduct research to establish the theory of supply and demand, match demand and put plan into action. Conduct gap analysis (capabilities of small businesses) to produce products demanded by the market and map out stakeholders that can work together to build the capability of SMMEs to manufacture products locally. Provide technical support to improve the quality of products for SMMEs. Identify imported products with a view to unlocking opportunities and develop a coordinated import replacement plan. 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 Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive

preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD: VCS"

- POST 19/70** : **JOB ANALYST REF NO: JA"**
- SALARY** : R359 517 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Behavioural or Social Sciences (e.g. Industrial Psychology) / Management Sciences as recognised by SAQA. Organisational Design / Work Study / Production Management or related qualifications will be considered an added advantage. Minimum of 2-3 years' relevant experience in Organisational Design and Work Study or related. Training in Microsoft Office packages, Business Process Mapping and Visio, Job Evaluation and PERSAL Establishment would be considered an added advantage. Competencies in: Communication (verbal & Non-Verbal), Creative Thinking, Decision Making, Problem Analysis, Attention to detail and Planning and organising skills.
- DUTIES** : Conduct organisational design investigations. Develop job descriptions. Conduct Job Evaluation inclusive of but not limited to identifying and prioritising jobs to be evaluated, job evaluation interviews, and grading of jobs. Conduct posts audit and update post information on PERSAL in line with structure changes. Provide support to the JE panel and serve as a secretariat. Provide general administrative support service to the organisational design business unit. 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
Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. REF NO: JA"

- POST 19/71** : **OFFICER: ENTITY OVERSIGHT "REF NO: O EO"(X2 POSTS)**
- SALARY** : R359 517 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Accounting / Finance/ Economics or relevant related qualification as recognised by SAQA. Minimum of 2-3 years' experience in a Financial Management environment. Basic knowledge and insight into the Public Finance Management Act and Treasury Regulations. Post Graduate qualification in Accounting / Finance / Economics or relevant related qualifications would be considered an added advantage. Computer Literacy (MS Office Packages). Have competencies in Communication (Verbal and Written), Content analysis, Planning and organising, Interpersonal & Problem Solving, Teamwork, Basic numeracy and Accuracy.
- DUTIES** : Render a budget support service to public entities inclusive of but not limited to (obtaining funding requests from public entities, requesting performance reports from public entities, preparing quarterly and annual analysis reports, facilitate the evaluation of strategic and annual performance plans, facilitating development and finalisation of shareholder compacts, coordinating the transfer of funds to public entities, assist with the analysis of the expenditure patterns and report on deviations against projections and budget, confirm funds before the transfer of funds occurs etc). Perform general administrative functions, including performing secretariat services. Distribute budget documents. Maintain database and file documents according to the departmental approved filing system. 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
Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive

preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e “REF NO: O:EO”

POST 19/72 : **PRACTITIONER: TRANSFORMATION & CHANGE MANAGEMENT REF NO: P T & CM**

SALARY : R294 321 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Management Sciences / Social Sciences / Behavioural Science as recognised by SAQA. Qualifications with major subjects in Change Management and Transformation would be considered an added advantage. Minimum of 2 years' relevant experience in any of the following areas: Change Management / Transformation / Diversity Management/ Gender Mainstreaming / Disability Management. Knowledge of legislative prescripts that guide the transformation. Microsoft Office packages. Competencies in: Communication (verbal & Non-Verbal), Analytical and Problem-solving, Change Management, Stakeholder Management, Planning and organising skills and Interpersonal skills.

DUTIES : Facilitate implementation of transformation and change management policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as Internal Transformation Action Plans. Implement and maintain systems, processes and procedures. Assist in the development of the DSBD Job Access and Gender Equality strategic plans and reports. Provide support during the implementation of JASF and GESF strategic plans and diversity management programmes. Develop and maintain databases. Maintain hard copy and electronic filing systems. Safekeeping of records. Provide logistical support services by arranging meetings, venues, and refreshments. Arrange for initiated events i.e. International Women's Day and serve as secretariat on Change Management meetings. 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
Tel No: (012) 394-5286/43097

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e “REF NO: PT&CM”

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Ms P Sebatjane
- CLOSING DATE** : 19 June 2023
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD 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 19/73** : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: L1/2023**
Chief Directorate: Intergovernmental Relations and Executive Support
- SALARY** : R1 162 200 per annum, (all-inclusive remuneration package). This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be

**CENTRE
REQUIREMENTS**

structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

: HSRC Building, Pretoria
: An appropriate recognized Bachelor's Degree in the field of Social Science (preferably a qualification in International Relations or Political Studies) (NQF level 7) as recognized by SAQA. Plus five years' relevant experience at a middle / senior management level. Knowledge of the social development sector. Knowledge and understanding of South Africa, the region as well as the rest of the world. Knowledge of South Africa's domestic and foreign policy objectives and strategies; International agreements, treaties, resolutions, commitments, and outcomes of major global development conferences; Bilateral and Multilateral relations. Competencies needed: Diplomacy. Negotiation skills. Networking skills. Strategic capability and leadership skills. Programme and Project management skills. People management and empowerment. Financial management skills. Communication skills (written and verbal). Client orientation and customer focus. Report writing and presentation skills. Computer literacy. Change Management. Knowledge management skills. Problem solving and analysis skills. Statistical and data analysis skills. Service delivery innovation skills. Strong user orientation skills. Attributes: Good interpersonal relation. Ability to work under pressure. Ability to work in a team and independently. Adaptable. Compliant. Honesty and Integrity. Innovative and creative. Pragmatism. Independent thinker. Cost consciousness. Analytical Thinker. Sense of urgency. Insight.

DUTIES

: Promote, facilitate, co-ordinate, support, monitor and maintain multilateral and bilateral relations. Plan, organize, delegate, coordinate and advise on the Department's position with regard to multilateral and bilateral cooperation agreements. Analyse and interpret international policies, instruments and reports. Manage the budget and human resources of the Directorate: International Relations. Draft and make recommendations on position papers regarding social development issues. Develop background reports and country profiles for Principals. Ensure that all aspects relating to State Visits, Officials Visits, BNC's and JBC's are managed effectively. Ensure co-ordination between government departments on international relations programmes. Monitor developments in countries with bilateral relations and inform/advise Senior Management. Monitor and analyse trends in a wide variety of fields within countries where the Department had established relations.

**ENQUIRIES
NOTE**

: Mr R Hlatshwayo Tel No: (012) 312-7627/7647
: In terms of the Chief Directorate: International Relations and Executive Support employment equity targets, African males as well as persons with disabilities are encouraged to apply.

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

- POST 19/74** : **PERSONAL ASSISTANT REF NO: LS8/2023 (X1 POST)**
Division: Legal Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Divisional Commissioner: Legal Services: National Head Office (Pretoria)
: Applicants must display competency in the post-specific functions of the post. Be in possession of a Senior Certificate (Grade 12) / National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4 with at least 2 years relevant secretarial experience and or related administrative experience. Diploma / Degree recorded on the National Learner Record Database on NQF level 6 or higher will be an added advantage. Be a South African Citizen. Be in possession of at least a valid light motor vehicle driver's license will serve as an advantage. Relevant courses in the field of the post may be an advantage. Be proficient in at least two official languages, of which one must be English. Basic literacy, numeracy and communication skills. Be able to read and write. Demonstrate competency in acting independently, professionally, accountable and with credibility. General Computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organising skills. Good people skills. High level of reliability. Written and communication skills. Ability to conduct legal research. Ability to act with discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Must have no previous criminal/ departmental convictions or criminal/ departmental cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be able to work under pressure as well as extended hours.
- DUTIES** : Provide Secretarial, administration support and personal assistance service to the Divisional Commissioner. Monitor the flow of documents to and from the office of the Divisional Commissioner (electronically and manually). Manage the diary of the Divisional Commissioner. Type reports, letters and memorandums. Submit all claims on time, make travel arrangements and secure accommodation bookings. Organize passport and related documents for overseas travel. Consolidate and compile monthly returns. Manage the supply of stationery to the office of the Divisional Commissioner. Distribute post and circulars to the relevant receivers and keep all registers up to date including making copies of document. Handle routine correspondence immediately, send and receive e-mails; answer and make telephone calls on behalf of the Divisional Commissioner and take direct messages professionally. Provide support during meetings of the Divisional Commissioner and take minutes. Facilitate leave management within the office of the Divisional Commissioner. Ensure sufficient data capturing. Ensure safeguarding of documents and information in line with POPIA. Management of brought forward system.
- ENQUIRIES** : Colonel Nonkenyana / Lt Col Mokholoane / Captain Masetlwa Tel No: 012 397 7264 / 7205, Monday to Friday between 07:30 to 16:00
- APPLICATIONS** : Application forms must be posted or hand delivered to the following addresses: Postal Address: Division: Legal Services South African Police Service Private Bag X94, Pretoria, 0001. Hand Delivery: 152 Telkom Towers Johannes Ramokhoase Street Pretoria. No E-mailed Applications will be accepted.
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form and all qualifications obtained. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected

to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

- CLOSING DATE** : 19 June 2023 at 16:00
- POST 19/75** : **GENERAL WORKER REF NO: NC 1/2023**
Division: Human Resource Development, SAPS Band
- SALARY** : R125 373 per annum (Level 02)
CENTRE : SAPS Provincial Head Office, Norther Cape, Kimberley
REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post. A Grade 10 qualification will serve as an advantage. Be a South African Citizen. Be able to read and write. Basic literacy, numeracy and communication skills. The ability to operate elementary machines and equipment. Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Willing to work extended hours when necessary.
- DUTIES** : Maintain high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters. Perform routine tasks such as dusting furniture and floors, removing refuse bags. Moping of all tiled flooring. Cleaning bathrooms, kitchenware and utensils. Safekeeping and handling of a variety of cleaning materials.
- ENQUIRIES** : Lt Colonel Diamond/ Warrant Officer Teise/ PPO Syfers Tel No: (053) 839 2510/ 2813/ 2518/ 3724
- APPLICATIONS** : Application forms must be hand delivered to the following addresses: SAPS Provincial Recruitment Office, Northern Cape, Lewende Hawe Building, 19 George Street, Kimberley (applications must be deposited in the silver container at the main entrance).
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late

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

- CLOSING DATE** : 19 June 2023 at 15:30
- POST 19/76** : **GENERAL WORKER REF NO: WC 01/2023**
Division: Human Resource Development, SAPS Band
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : SAPS Provincial Head Office, Western Cape, Cape Town
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post. A Grade 10 qualification will serve as an advantage. Be a South African Citizen. Be able to read and write. Basic literacy, numeracy and communication skills. The ability to operate elementary machines and equipment. Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Willing to work extended hours when necessary.
- DUTIES** : Maintain high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters. Perform routine tasks such as dusting furniture and floors, removing refuse bags. Mopping of all tiled flooring. Cleaning bathrooms, kitchenware and utensils. Safekeeping and handling of a variety of cleaning materials.
- ENQUIRIES** : Lt Col Visser/ Captain Van Zyl/ PO Mahloane Tel No: (021) 409 6579/ 6587/ 6588/ 6592/ 6593
- APPLICATIONS** : Application forms must be hand delivered to the following addresses: SAPS Provincial Recruitment Office, Western Cape, 1st Floor, Customs House Building, Lower Heerengracht Street, Cape Town.
- NOTE** : Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the

Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

CLOSING DATE

: 19 June 2023 at 15:30

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via email to dticapplications@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** : 19 June 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. the dtic is an equal opportunity affirmative action employer. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 19/77** : **CHIEF FINANCIAL OFFICER REF NO: ODG-141**
This is a re-advertisement. Candidates who previously applied need not re-apply.
Overview: To provide financial management advice to the Head of Department (Accounting Officer) and other Senior managers in the execution of their functions in terms of the Public Finance Management Act and the Treasury Regulations and other applicable regulations and Legislation. To manage the financial / procurement function of the Department and to ensure sound financial management in the Department.
- SALARY** : R1 663 581 per annum (Level 15), all-inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate and post-graduate (NQF 8) qualification in Accounting, Finance or equivalent, completed articles and registration as a Chartered Accountant would be highly preferable. 8-10 years relevant Senior / Executive Management experience dealing with financial matters. Excellent management, communication and interpersonal skills. Deep knowledge of relevant Government legislation, policies and priorities. Expert knowledge and understanding of the Public Finance Management Act and all other application legislation and regulations. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, team-work and networking skills.
- DUTIES** : Reporting to the Head of Department Accounting Officer, the CFO must assist the (AO) to discharge the duties prescribed in the PFMA. Provide strategic and financial support to the AO. Manage the departmental budget in accordance with the relevant prescripts. Ensure the effective, efficient and transparent utilisation of departmental resources. Ensure the effective alignment of the departmental budget with priority programmes of service delivery. Exercise accounting control by maintaining an accurate system of accounting and recording of the financial affairs of the Department and developing and

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

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

POST 19/78 : **DIRECTOR: BLACK INDUSTRIALIST REF NO: T&CB - 061**
 Overview: To lead and manage the development and implementation of policies, strategies for the Black Industrialist (BI) programme.

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), all-inclusive remuneration package
 : Pretoria
 : An undergraduate qualification (NQF Level 7) in Economics / Commerce / Economic Development. 5 year's relevant middle/senior managerial experience in transformation and/or economic development environment. Skills/Knowledge: Experience in the management of Black Industrialist Programme. Experience in Microsoft platform, system administration and operating systems. Experience in financial management, people management, stakeholder management and strategic capability and leadership. Planning and organising skills, interpersonal skills, communication skills (verbal and written), presentation skills, research and analytical, mentoring and coaching skills, customer service, honesty and integrity. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of Corporate Governance – ethics, risk and fraud prevention and control.

DUTIES : Development and management of policies, Strategies and regulations for Black Industrialist (BI) Programme: Manage the development and implementation of the Black Industrialist Policy Framework, which will include, but not limited to, policy guidelines, strategy and implementation. Ensure coherence with other policies in government, including Industrial Policy, B-BBEE, Small Business, PPPFA, and National Development Plan. Manage the Black Industrialist Policy Action Plan including the key Action programmes. Manage research, analysis and knowledge management: Manage the development, review, implementation research, and monitoring and evaluation with regards to Black Industrialist. Manage institutional support for Black Industrialists, including training and capacity building, mentorship, research and development. Lead research and analysis in the Black Industrialist sectors, which underpin the policies and strategies of sectors. Stakeholder Management: Create platform for continuous engagement with key stakeholders including Black Business Council (BBC), Black Management Forum (BMF), Business Unit South Africa (BUSA), Chamber of Commerce and any other industry bodies. Develop and manage the implementation of the integrated communication and stakeholder strategy, including advocacy and educational programmes for Black Industrialists. Represent the dtic in all forums and focus groups addressing the sector challenges. Manage the coordination and facilities between the public and private sector in order to promote and safeguard the objectives of Black Industrialists Programme. Manage and develop framework for implementation of Black Industrialists program across National, Provincial and local governments. Monitor and Evaluate effective management on the projects conducted: Develop and monitor the reviews of policies and methodologies against international best practice. Prepare the impact assessment report on Black Industrialist policies. Directorate Management: Oversee the management of financial resources, human resources and assets in the unit. Oversee the strategic the planning of the unit and the execution of operational unit.

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

OTHER POSTS

- POST 19/79** : **DEPUTY DIRECTOR: INVESTMENT LEAD MANAGEMENT REF NO: ISID-004**
Overview: To support the operational functions of the branch through the effective management and implementation of task forming part of the investment value chain.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), all-inclusive remuneration package
: Pretoria
: A three-year National Diploma / Bachelor's Degree in Economics / Social Sciences / Business Administration. 3 - 5 year's relevant managerial experience in an Investment Promotion environment. Skills/Knowledge: Experience in database management, conducting research and analysis. Experience in contract management and compliance. Experience in reporting, risk management, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills (Verbal & written), research and analytical skills, negotiation skills, project management skills, interpersonal skills, planning and organising skills and time management skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, public Finance Management Act and Treasury Regulations. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in Ms Packages.
- DUTIES** : Develop and maintain a system of collecting, monitoring and disseminating investment leads. Improve interface with stakeholders on lead management services. Ensure system is adopted by strategic Foreign Economic Representative (FER) Offices. Manage inquiries from FER offices and missions. Represent Investment South Africa in investment forums, workshops and pavilions. Ensure development and implementation of customer engagement plans. Facilitate inward and outward investment mission in conjunction with sector desks and relevant stakeholders. Ensure prudent budgetary control in the area of responsibility, and report accordingly on budget expenditure, shortfall, overspending, etc. Manage the subscription to relevant strategic database on an annual basis. Ensure the development of a customer service systems and charter. Coordinate and facilitate investment projects within the unit.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1809/1835
- POST 19/80** : **ASSISTANT DIRECTOR: MANUFACTURING INDUSTRIES REF NO: ISID-040**
Overview: To provide an investment promotion service in the Manufacturing Industries.
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum, (Level 10), commencing salary package
: Pretoria
: A three-year National Diploma / Bachelor's Degree in Business Management / Investment / Finance / Economics / Marketing. 3 - 5 year's relevant experience in the Industry / Marketing / Finance or relevant environment. Skills/Knowledge: Experience in executing inward and outward missions. Experience in executing the investment cycle, including investor targeting, lead generation, and investment marketing. Experience in promoting investment projects. Experience in report writing and analysis, stakeholder management, investment database management, investment marketing, project management and risk management. Ability to develop and execute investment marketing plans. Proficiency in tracking and analysing foreign direct investment (FDI) flows and prospects. Strong background and understanding of investment recruitment strategies and plans for the Services Industries sector. Knowledge of sector value propositions and trends analysis. Familiarity with investment promotion and recruitment programs. Understanding of financial and operational risk reporting and mitigation. Ability to implement measures and controls to mitigate economic risks. Strong engagement and relationship management skills with stakeholders in the public, private sectors, and industry organizations. Ability to compile reports on investment meetings and visits. Strong analytical and strategic planning skills to draft investment recruitment plans for the sector. Good problem-solving skills, interpersonal skills and

customer service excellence for liaising with staff and relevant stakeholders. Time management skills, planning and organising skills, analytical thinking skills and report writing skills. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Strong sense of urgency and ability to work under pressure. High level of confidentiality and integrity. Ability to work in a co-ordinated team. Computer Literacy (MS Office Package).

DUTIES : Recruitment of local and foreign investment into the Services Industries: Develop the investment recruitment strategy and plans for the sector. Participate in the implementation of investment promotion and recruitment programs. Execute inward and outward missions to attract investment. Database management of investor's projects database. Investment Attraction and Retention: Research and analyse companies' investment proposals and business plans. Develop compelling business cases to attract companies to invest in South Africa. Conduct research to identify potential investors. Provide investors with relevant information regarding incentives, market opportunities, government policies, and industrial plans. Contribute to the execution of the investment cycle, including investor targeting, lead generation, and investment marketing. Lead Generation and Investment Marketing: Develop and execute the investment marketing plan. Identify and follow up on leads generated through various channels. Arrange investors' visits to South Africa, coordinating logistics and meetings. Convert leads into investment projects by providing necessary support and documentation. Track and analyse foreign direct investment (FDI) flow and prospects. Major Investment Project Identification and Promotion: Collate investment projects and assess their potential. Package investment projects for local and foreign investment conferences, pavilions, and targeted outward investment missions. Attend, participate in, and ensure follow-up on one-on-one meetings with potential investors. Package investment products effectively to attract potential investors. Develop marketing materials, customized inputs, presentations, briefing documents, and speeches. Prepare presentations for events, conferences, and exhibitions. Analyse trends in the sectors and develop value propositions. Risk Management: Report on financial and operational risks and provide inputs for mitigation strategies. Implement measures and controls to mitigate economic risks. Stakeholder and Customer Relations Management: Engage and maintain relations with stakeholders in the public, private sectors, and industry organizations. Develop strong partnerships and effective communication channels with stakeholders. Operate the customer relationship management system (CRM) and maintain and update the investment pipeline. Attend and follow up on investment inquiries and lead generation activities. Determine and obtain target investors for specific incentives. Attend and follow up on investors' meetings to understand their investment goals and discuss strategies and plans. Reporting: Provide inputs into quarterly and annual reports, business plans, and targets. Compile reports on investment meetings and visits. Update the investment pipeline regularly.

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

POST 19/81 : **TRADE AND INDUSTRY ADVISOR – MANUFACTURING INDUSTRIES REF NO: ISID -042**
 Overview: To provide an Implementation service on investment promotion with regard to Manufacturing Industries

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08), commencing salary package
 : Pretoria
 : A three-year National Diploma / Bachelor's Degree in Business Management / Investment / Finance / Economics / Marketing. 1 - 2 year's relevant experience in the Industry / Marketing / Finance or relevant environment. Skills/Knowledge: Experience in report writing and analysis, customer relations, investment marketing, project management, risk management and document management. Strong analytical and strategic planning skills to draft investment recruitment plans for the sector. Proficiency in database management for regular updating of an investor's projects database. Knowledge of market dynamics, incentives, and government policies to prepare relevant information for potential investors. Ability to create marketing materials such as presentations, briefing documents, and speeches. Strong research and analytical skills to identify and assess economic risks. Ability to maintain

relations within the public, private sectors, and industry organization. Sound ability to communicate well, both verbal and written. Good problem-solving skills, interpersonal skills and customer service excellence for liaising with staff and relevant stakeholders. Time management skills, planning and organising skills, analytical thinking skills and report writing skills. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Strong sense of urgency and ability to work under pressure. High level of confidentiality and integrity. Ability to work in a co-ordinated team. Computer Literacy (MS Office Package).

DUTIES :

Recruitment of local and foreign investment into the Services Industries: Assist in the development of investment recruitment plans for the sector. Assist in executing inward and outbound missions. Keep the investor's projects database up to date. Attraction, retention, and expansion of investment in South Africa: Gather information for investment proposals and business plans. Contribute to business cases for companies investing in South Africa. Research and identify potential investors. Prepare information on incentives, market opportunities, and government policies. Participate in investor targeting, lead generation, and investment marketing. Lead generation and investment marketing: Contribute to the development and execution of the investment marketing plan. Identify and follow up on leads. Prepare for investors' visits to South Africa. Assist in converting leads into projects. Track and analyse foreign direct investment (FDI) flow and prospects. Major Investment Project Identification and Promotion: Collect and organize investment project information. Assist in packaging projects for conferences, pavilions, and investment missions. Present investment products to potential investors. Gather information for marketing materials and presentations. Contribute to sector value propositions and trend analysis. Risk Management: Research measures and controls to mitigate economic risk. Stakeholder Management: Prepare for engagements and maintain relations with stakeholders. Gather inputs for developing partnerships and effective communication. Customer Relations Management: Utilize the CRM system to maintain and update the investment pipeline. Handle investment inquiries and follow up on leads. Obtain information on target investors and specific incentives. Attend and follow up on investors' meetings to discuss strategies and plans. Reporting: Provide inputs for reports, business plans, and targets. Compile reports on investment meetings and visits for pipeline updates.

ENQUIRIES :

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

DEPARTMENT OF TRADITIONAL AFFAIRS

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

CLOSING DATE : 23 June 2023

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

OTHER POSTS

POST 19/82 : **BRANCH COORDINATOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 2023/18**
Research, Policy & Legislation Branch

SALARY : R424 104 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A 3-Years National Diploma or Bachelor's degree in Public Administration/Management or Business Administration or Legal or Public Policy or Development Studies or BCom or Financial Management or any other relevant Social Sciences qualification or equivalent (NQF 6/7 as recognised by SAQA). A valid driver's licence. A minimum of 5 years' experience in providing administrative support to a Senior Manager. Proficiency in MS Excel, MS PowerPoint and MS Word Generic competencies: - Programme and Project Management, Problem solving and Decision making, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Executive Office management, Advanced computer proficiency, Coordination and Consolidation of documents and Report writing.

DUTIES : The successful candidate will perform the following duties: Provide effective administrative support to the office of the Deputy Director-General. Coordinate Branch compliance matters. Coordinate, integrate and manage operations and activities of the Branch. Coordinate the compilation of monthly, quarterly, and annual reports for the branch. Facilitate and coordinate the implementation of decision taken in Branch meetings. Manage financial resources in the office of the Deputy Director-General.

ENQUIRIES : Ms E Mangena Tel No: (012) 334 4635

APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

FOR ATTENTION : Director: Human Resource Management

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

POST 19/83 : **BRANCH COORDINATOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 2023/19**
Institutional Support & Coordination Branch

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A 3-Years National Diploma or Bachelor's degree in Public Administration/Management or Business Administration or Public Policy or Development Studies or BCom or Financial Management or any other relevant Social Sciences qualification or equivalent (NQF 6/7 as recognised by SAQA). A valid driver's licence. A minimum of 5 years' experience in providing administrative support to a Senior Manager. Proficiency in MS Excel, MS PowerPoint and MS Word Generic competencies: - Programme and Project Management, Problem solving and Decision making, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Executive Office management, Advanced computer proficiency, Coordination and Consolidation of documents and Report writing.

DUTIES : The successful candidate will perform the following duties: Provide effective administrative support to the office of the Deputy Director-General. Coordinate Branch compliance matters. Coordinate, integrate and manage operations and activities of the Branch. Coordinate the compilation of monthly, quarterly, and annual reports for the branch. Facilitate and coordinate the implementation of decision taken in Branch meetings. Manage financial resources in the office of the Deputy Director-General.

ENQUIRIES : Ms E Mangena Tel No: (012) 334 4635
APPLICATIONS : may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

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

POST 19/84 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 2023/20**
Institutional Support & Coordination Branch

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A 3-Years National Diploma or bachelor's degree in Human Resource Development, Human Resource Management, Development Studies, or equivalent qualification at NQF 6/7 as recognised by SAQA. Certificates as Assessor and Moderator, Skills Development Facilitators would serve as Advantage. A valid driver's licence. 3-5 years' relevant experience in training and development. Proven experience in capacity building, conducting presentations and report writing. Good presentation skills. Ability to speak Nguni Languages will serve as an added advantage. Extensive travelling. Computer literacy (MS Word, EXCEL, PowerPoint). Generic competencies: - Programme and Project Management, Problem solving and Analysis, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management, Research and analytical thinking, Team Leadership and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Education, Training and Development (ETD) and skills development, Skills Development and Skills Levies Act, Training facilitation skills, Presentation skills, Curriculum and standard development, National Skills Development Strategy; Standards, practices, processes and procedures; The System of traditional and Khoi-San affairs; Traditional affairs policies and legislation and Methods to analyse issues and trends pertinent to the mandate of Traditional Affairs.

DUTIES : The successful candidate will perform the following duties: Provide support in the co-ordination and facilitation of capacity building programmes for the traditional and khoi-san Leadership institution. Provide logistical support for capacity building intervention. Assist in the development of reports for the Directorate. Oversee the administration management function of the Directorate. Compile submissions for all capacity building. Interventions. Consolidate and analyse capacity building intervention reports. Develop and maintain Capacity Building training schedules. Assist with the implementation of capacity building programmes.

ENQUIRIES
APPLICATIONS

: Mr M Molepo Tel No: (012) 336 5814
: may be posted to: Human Resource Management, Department of Traditional
Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street,
Arcadia, 2nd Floor Pencardia 1 Building.

FOR ATTENTION
NOTE

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

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 23 June 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 19/85** : **CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRM/2023/35**
Branch: Administration (Office of the Director-General)
Chief Directorate: Public Entity Oversight
- SALARY** : R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Economics/ Transport Planning/ BCom Business / Financial Management / Law/ Corporate Governance/ Company Law with a minimum of 5 years' experience at a senior management level in a Corporate Governance or State-Owned Enterprise Oversight environment. A valid driver's licence is required. Knowledge and Skills: The following will serve as recommendations: Legislative and policy prescripts relevant to the Department and its SOEs. Corporate governance as it applies to the public and private sector, as well as Company law. Project Management, strategic planning and risk management. PFMA, National Treasury Regulations and other relevant legislation and policies relevant to public entities. Understanding of corporate governance processes, the facilitation of appointments for Boards or Councils of public entities, and the coordination of entities' strategic and annual performance plans. Knowledge and understanding of monitoring the performance of public

entities. Knowledge of the financial and non-financial report writing, Policy formulation and evaluation. Financial Management. Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership. Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate.

DUTIES

: Provide public entity corporate governance advisory services. Facilitate the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive Officers. Provide advice on governance matters and compile the necessary reports. Ensure compliance documents are in place. Ensure performance evaluations with regards to governance functioning and general business performance is conducted. Establish Public Entity governance structures. Manage the performance and compliance of public entities. Ensure alignment of public entity planning documents (Corporate Plans, Strategic Plans and Annual Performance Agreements) with the strategic plan of the Department. Monitor and evaluate performance of DOT Entities as stated in the planning documents. Monitor compliance with PFMA and/or agency's enabling legislations, regulations and policies. Manage Stakeholder Relationships. Ensure compliance of Public Entities with financial requirements. Coordinate, analyse and report on the financial information of public entities. Monitor the compliance of entity's financial information and performance according to the strategic/corporate plans. Oversee and facilitate the implementation of sound financial practice within public entities. Maintain and review the integrated reporting information of public entities. Provide an effective Stakeholder Relations. Manage and coordinate stakeholder relations between the branches, Director-General and the Executive Authority as well as the Public Entities. Form as a point of contact between the Department and Public Entities. Process stakeholder queries. Process Parliamentary questions. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Participate in the planning and or implementation of cross functional projects. Participate in development of the definition of the project missions, goals, tasks and resources requirements. Research and identify methods to monitor projects and apply. Manage project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Manage project progress reporting. Manage and control the Chief Directorate. Provide guidance and adequate support for and development of the staff of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Chief Directorate. Establish and maintain governance and administrative system's continuity within the work of the Chief Directorate. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the Chief Directorate. Set budget levels.

**ENQUIRIES
NOTE**

: Ms Fikile Nhangombe Tel No: (012) 309 3514
 : Preference will be given to African Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

OTHER POSTS

POST 19/86

: **DEPUTY DIRECTOR: LOGISTICS INFRASTRUCTURE REF NO: DOT/HRM/2023/36**
 Branch: Integrated Transport Planning
 Chief Directorate: Freight Logistics
 Directorate: Logistics Infrastructure
 Sub Directorate: Logistics Infrastructure

SALARY

: R958 824 per annum (Level 12), all-inclusive salary package, of which 30% can be structured according to individual needs.

**CENTRE
REQUIREMENTS**

: Pretoria
 : An undergraduate NQF level 6 qualification in Transport Economics / Transport Management/ Transport Planning/Logistics Management with 3 years at a Junior Management/ Assistant Director level in Freight Logistics environment.

<u>DUTIES</u>	: Knowledge and Skill: Sound knowledge of Freight Logistics Operations and Infrastructure Extensive. knowledge in freight logistics. Project management. Presentation skills. Intermodal knowledge. Interpersonal relation skills. Stakeholder Management. Extended Management Development Programme. Financial Management. Communication verbal & Written communication - English - above average and must be computer literacy. : The successful candidate will be responsible to: Ensure the implementation and evaluation of the Road Freight Strategies. Establish industry task team to discuss the implementation of the RFS, the challenges and industry expectations. Develop a Freight Road to Rail Migration Plan (FRRMP). Develop a position on the role and path of Freight Logistics in South Africa. Establish an interdepartmental task team to act as the steering committee for the Freight Road to Rail Migration Plan. Ensure the delivery of quality drafted implementation plan. Develop an intermodal facility framework / strategy. Research to be conducted on existing intermodal facilities, their role and projected growth. Ascertain government's infrastructural requirements. Physical visit to intermodal interface sight to understand the functionality of such spaces. Draft proposed position. Liaise with existing forums to ensure collaboration and integration on intermodal facilities. Ensure and facilitate the implementation of the Road freight strategy. Draft Implementation Plan and work on monitoring and evaluation throughout the process. Develop modal strategies to enhance and improve logistics infrastructure. Support the establishment of provincial transport planning forums as well as a national transport planning forum. Liaise with all existing planning forum to ensure integrated planning. Form part of provincial planning structures to give a national perspective on planning as a tool to ensure unity. Attend municipal Transport Technical Committees to ensure synergy in planning and unity of course as required. Ensure stakeholder management at all times (internal and external) for optimal integrated planning processes. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Develop the definition of the project missions, vision, goals, tasks and resources requirements. Develop methods to monitor projects or area progress and provide corrective solutions if necessary. Manage project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Oversee project progress reporting. Manage the Sub-directorate.
<u>ENQUIRIES</u>	: Ms Mhlali Gqada Tel No: (012) 309 3641
<u>NOTE</u>	: Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.
<u>POST 19/87</u>	: <u>ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: DOT/HRM/2023/37</u> Branch: Ministry Chief Directorate: Ministry Directorate: Ministry Sub Directorate: Ministry
<u>SALARY</u>	: R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate NQF Level 7 qualification or equivalent as recognised by SAQA with 3 - 5 years management level. Knowledge and Skills: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
<u>DUTIES</u>	: Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive authority. Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the

executive authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council. Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet / executive council support service to the executive authority. Manage the distribution of memoranda to Cabinet/executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. Provide general supervision of the employees in the office of the executive authority. Provide quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES
NOTE**

: Ms Zandile Mthembu Tel No: (012) 309 3433
 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.

POST 19/88

: **AUDIT COMMITTEE REF NO: DLCA/HRM/2023/01**
 Invitation For Applications And / Or Nominations to serve as members of the Driving License Card Account Audit Committee
 Term: The term of office is three years (part-time basis - approximate number of meetings is six per annum (four ordinary / regular and two special meetings).

**SALARY
CENTRE
REQUIREMENTS**

: Remuneration will be in terms of the National Treasury rates
 : Pretoria
 : Appropriate three-year qualification or higher in Law/ Risk Management/Accounting/Auditing or Governance, coupled with more than five years' management experience gained from either the following: Legal services, Accounting and Auditing, Information technology management and/or analysis, Compliance and/or Risk Management. Excellent communication skills (verbal and written). Preference will be given to applicants who are serving as professionals in other Government departments, public entities, private sector institutions, academic institutions or as retired professionals. Knowledge of the transport sector will serve as an advantage. Knowledge of the Public Finance Management Act and its Treasury Regulations, and other relevant legislation/policies. e.g. General Recognised Accounting Practices (GRAP).

DUTIES

: The Audit Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to its approved charter/terms of reference (TOR's). The roles and responsibilities of the Audit Committee are clearly defined in the approved charter /TOR's of the Committee. The Audit Committee will fulfil its oversight responsibilities to ensure that the Entity maintains effective, efficient and transparent systems of financial, risk management, governance and internal control. The Committee will review the effectiveness of the Internal Control Systems; effectiveness of Internal Audit Activity; the risk areas of the Entity's operations to be covered in the scope of internal and external audits; the adequacy, reliability and accuracy of the financial information provided to management and other users of such information; any accounting and auditing concerns identified as a result of internal and external audits; the Entity's compliance with legal and regulatory provisions; provide direction on the work of internal audit, including its annual work programme, coordination with external auditors, the reports of significant investigations, and the responses of management to specific recommendations and the review of the Entity 's financial statements. The Audit Committee will also ensure compliance with legislation and assist the Head of Entity in the effective execution of his responsibilities by reporting and making recommendations to the Head of Entity.

**ENQUIRIES
APPLICATIONS**

: Mr Peter Mailula Tel No: (012) 347 2522 / Ext 254
 : should be forwarded to DLCA HR, Driving Licence Card Account, Private Bag X25223, Monument Park, Pretoria, 0105 OR hand delivered to 459B Tsitsa Street, Erasmuskloof, Pretoria, 0048 or Emailed to Applications@dlca.gov.za

NOTE

: Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV only (previous experience must be comprehensively detailed, i.e. positions held and dates). Only shortlisted candidates will submit certified copies of all qualifications and ID document on the day of the interviews. Only applications for nominations can be emailed to the above-mentioned addresses. No emailed application for vacancies within the Department will be accepted.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 19 June 2023
- : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON**POST 19/89**

- : **DIRECTOR: RAW WATER PRICING REGULATION REF NO: 190623/01**
Branch: Regulation
Dir: Raw Water Pricing Regulation

SALARY
CENTRE
REQUIREMENTS

- : R1 162 200 per annum (Level 13), (all-inclusive salary package)
- : Head Office, Pretoria
- : A B-Degree at NQF 7 qualification in Economic Sciences / Financial Accounting. Six (6) to ten (10) years' experience in Economic, Financial Accounting environment and pricing tariffs. Five (5) years at middle / Senior Managerial level. The disclosure of a valid driver's license. Understanding of the following legislations: PFMA, NWA, WSA, MFMA, Local Government legislation, the Public Service Act, and Public Service regulations. Knowledge of pricing strategy, infrastructure pricing and pricing tariffs. Knowledge of, and proven experience in strategic capability and leadership, Programme and project management, Financial Management. Change management. Knowledge management. Excellent communication skills (verbal and written).

DUTIES

Client orientation and customer focus. Problem solving and Service Delivery Innovation (SDI). Accountability and ethical conduct.

: Development, implementation, and maintenance of the pricing strategy for water use charges, regulatory rules for infrastructure investment and service quality standards. Analyse economic trends and the impact of price on the economy. Lead research on improving the pricing strategy with other competitive institutions as well as benchmarking to develop suitable pricing structures relevant to the economic situation. Oversee price formulation for emerging sectors. Review and update strategy. Conduct internal and external consultation and ensure continuous update of the draft pricing strategy. Facilitate gazetting for comment as per Section 56(7) of the National Water Act (NWA) and final approval, concurrence, and publication of the Notice. Oversee the monitoring of service quality standards. Ensure the raw water charges for each financial year are developed. Oversee raw water charges consultation process. Prepare for, conduct, and attend to issues raised at Sector Specific Consultation and National Consultation meetings. Prepare submissions for finalization of following Financial Year (FY) Raw Water Charges. Ensure tariffs are determined in accordance with the best practice, current economic trends, and the pricing strategy. Ensure appropriate review of the annual water research levy to allow for timeous approval, concurrence, and gazetting. Prepare submission and draft gazette for approval by Minister and concurrence from Minister of Finance. Prepare gazette of the annual approved water research levy. Monitor, analyse and publish performance of Raw Water Institutions. Ensure the finalization of and piloting of the Institutional assessment framework for all raw water institutions. Maintenance of framework once finalized through reviews when required. Oversee the collection of credible and analysis of performance information against the framework. Infrastructure pricing. Oversee regulatory research and development of sustainable funding review model for bulk raw water infrastructure. Oversee the development and implementation of regulatory rules for infrastructure investment. Provision of business planning and general management of the Directorate. Human resource planning and managing financial planning and management.

**ENQUIRIES
APPLICATIONS**

: Ms MSN Moshidi Tel No: 012 336 6614

: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman.

**FOR ATTENTION
NOTE**

: Planning, Recruitment and Selection unit

: Women and persons with disabilities are encouraged to apply and the filling of vacancies will in accordance with EE Targets.

POST 19/90

: **DIRECTOR: INTERNAL COMMUNICATION REF NO: 190623/02**

Branch: Corporate Support Services

Directorate: Internal Communication

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200 per annum (Level 13), (all-inclusive salary package)

: Head Office, Pretoria

: A Bachelor's Degree or NQF level 7 qualification in Communications/ Journalism or related qualification. Post graduate qualification in communication will serve as an added advantage. At least ten (10) years working experience in a communications environment with five (5) years' experience at a Middle / Senior management level. At least five (5) years supervisory working experience in a communications environment. The disclosure of a valid driver's license. Experience in planning and executing media communications including content development and news writing. Proficiency in at least three (3) South African official languages. Experience in written and verbal media and communications. Knowledge and practical working experience in copy writing news, copy editing, and proofreading. Knowledge and understanding financial management and PFMA, Knowledge of government objectives, policies, and programmes. Knowledge and experience in programme and project management skills. Client orientation and customer focus. Good communications skills. Ability to travel nationally. Accountability and ethical conduct. Good people management and empowerment skills. Ability to work under pressure and meet deadlines within prescribed timeframe and tight schedules.

DUTIES : Promote and facilitate content and activities for an effective internal communication culture through internal news publications, self izimbizo, internal staff activations, and internal communication campaign. Manage content for online platforms for departmental publication through audio, and visual materials. Profile the department through marketing and brand strategies including developing multi-media communication products and advertisements through media buying. Promote language diversity in the department through the language policy implementation unit.

ENQUIRIES : Dr M Mathebula Tel No: (012) 336 8012
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 and Selection unit

OTHER POST

POST 19/91 : **CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 190623/3**
Branch: Provincial Coordination and International Corporation: Gauteng
Sub-Directorate: Water Sector Planning Support
(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R554 490 per annum, (OSD)
CENTRE : Gauteng Provincial Office (Pretoria)
REQUIREMENTS : A four (4) year Degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience in the water services infrastructure environment. A valid unexpired driver's license. Experience, competencies in dealing with municipal Integrated Development Plans (IDP's), Water, and Sanitation Development Plans (WSDPs). Knowledge of Legislation and Policies governing Water Supply and Sanitation. Experience in RBIG, WSIG, and MIG projects. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of the Public Finance Management Act. Knowledge of Project Management. Problem-solving and analysis. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. The disclosure of a valid driver's license. The ability and willingness to travel and work long hours where necessary. Supervision of staff.

DUTIES : Co-ordinate Provincial and Municipal Water & Sanitation Master plans. Ensure inputs into the development of Water Services Development Planning (WSDP); Integrated Development Plan (IDP) and Free Basic Water-and-Sanitation (FBW&S) within Gauteng Province. Ensure alignment of National and Provincial priorities within individual WSDP's and IDP's. Participate in Drafting of Water Supply and Sanitation Developmental Policies with regards to WSDP and FBW&S. Liaise with Municipalities, COGTA, SALGA and other stakeholders on the status of WSDP's and IDPs. Monitor implementation of RBIG and WSIG projects. Ensure alignment of RBIG, WSIG and MIG projects. Assist with RBIG and WSIG project scoping, review, and reporting. Assist with monthly, quarterly, and annual projects report. Assist relevant Control Engineering Technicians to monitor the implementation of WSDP and FBW&S at municipal level. Establish and maintain provincial relations with all stakeholders. Assist with coordination of contract management of water services projects. Administrate and update the applicable water-and-sanitation databases. Promote a culture of learning and exchange of information (Sector Advocacy).

ENQUIRIES : Mr. S Maphangula Tel No: (012) 392 1511
APPLICATIONS : 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 : Mr G Mkafane

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email applications@presidency.gov.za
<u>FOR ATTENTION</u>	:	Ms Kefilwe Maubane
<u>CLOSING DATE</u>	:	19 June 2023 @ 16:30
<u>NOTE</u>	:	Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). 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 readvertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates. Successful candidates will be subjected to reference checks. 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 required to sign a performance agreement with the Department.

OTHER POST

<u>POST 19/92</u>	:	<u>ASSISTANT DIRECTOR: HR SKILLS DEVELOPMENT</u> Directorate: Organisational Development
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent (NQF level 07). A Minimum of 3-5 years' relevant experience. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Hands-on executive secretarial experience in offering services to the Deputy Director. Client orientated and customer focus. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management, business and report writing skills. Have effective oral and written communication skills. Good office management, presentation and facilitation skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good computer knowledge and of PERSAL System. Good knowledge of travel and

subsistence procedures. Good understanding of Public Service Regulatory Framework.

DUTIES

: Conduct training needs and gap analysis for employees in the Office. Develop and implement the Workplace Skills Plan (WSP), develop Annual Training Report and Quarterly Monitoring Reports (QMR) with expenditure report and submit to DPSA and the relevant SETA. Implement in - house training programmes. Ensures the implementation of Learnerships and Internships. Implement Adult Education and Training (AET) and other relevant life skills programmes for general staff in the Office. Facilitate training workshops for employees including induction. Render a training and development advisory service to line functions and management. Liaise with other organizations and institutions involved in capacity development programmes, new developments, and trends pertaining to capacity development. Management of internal bursary of employees. Develop the Training Directory and operational plan. Manage day-to-day operations plan of the sub-directorate, supervise and develop staff. Market training and development programmes using various means within the office. Assisting in the development of HRD Implementation Plan & Strategy. Manage the training and development database for report purposes. Evaluate the impact of training programmes. Co-ordinate the Skills Development and Training Committee (SDTC) meetings and perform secretariat duties. Facilitate Compulsory Induction Programme (CIP) for newly appointed employees in the Public Sector. Facilitate the trainings of interns including breaking barriers for entry in the Public Sector.

ENQUIRIES

: Mr Kholofelo Hlungwani Tel No: (012) 300 5477

NOTE

: Candidates will be subjected to a security clearance up to the level of "Top Secret".

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG INFRASTRUCTURE FINANCING AGENCY**

GIFA is an equal-opportunity employer. It is our intention to promote representivity (race, gender and disability) in the GIFA through the filling of this post.

- APPLICATIONS** : To apply for the position, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered.
- CLOSING DATE** : 23 June 2023
- NOTE** : The online application must be accompanied by a fully completed signed Z83 form, and a comprehensive CV (including 3 contactable references). Applications without the signed Z83 and comprehensive CV will be disqualified. Foreign qualifications must be certified by the South African Qualification Authority (SAQA). Please note that all applicants for Senior Management position are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG), a pre-entry certificate obtained from the National School of Government is required prior to the appointment. 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 Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Short-listed candidates will be subjected to a job-related test. Recommended candidates for the position will be subjected to a competency assessment. The GIFA reserves the right not to make an appointment. All instructions on the application form must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applications received after the closing date and those applications that do not comply with the requirements of the post will be disqualified.

MANAGEMENT ECHELON

- POST 19/93** : **CHIEF DIRECTOR: PROJECT DEVELOPMENT REF NO: REFS/017392**
Directorate: Project Development & Compliance
(5-year fixed-term appointment)
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (inclusive of benefits)
: Sandton (Johannesburg)
: A Bachelor's degree or equivalent qualification (NQF level 7) in Engineering, Environmental Science, Business Management or related fields in Finance, Legal and Project Management. A postgraduate qualification (NQF level 8) in Engineering, Environmental Science Sector, Finance, Legal, PRINCE 2, PPP Certification or post-graduate Project Management qualification would be advantageous. At least 5 years' experience at a senior management level in the public/private sector, with a proven track record of project management in environmental science engineering, legal or financial. Experience in regulated Public Private Partnerships (PPP's) related projects. Registration with a professional body (e.g. ECSA; SACPCMP, SAICA, SAIPA, SACNASP). A valid South African driver's license. Competencies: PFMA, MFMA, Treasury Regulations, General Procurement Guidelines, Preferential Procurement Policy Framework, BBBEE Act, Public Service Act of 1994, Public Service Regulations 2016, Supply Chain Management, National Treasury's Regulation 16 on Public Private Partnerships (PPP), Provincial Treasury Regulations and all aspects of accounting including International Financial Reporting Standards (IFRS). Provincial Infrastructure Delivery Management System. Public Service Anti-corruption and Fraud Prevention Measures. Extensive knowledge of the public sector, programme and project management, risk management, financial management, people management, change management, and the public service Code of conduct. Application of Prince 2 and Project Management Book of Knowledge (PMBOK). Skills: Communication (written and verbal), negotiations and stakeholder management, financial analysis, analytical skills, risk management strategic capability and leadership, and

- management of projects in line with Prince 2 and Project Management Book of Knowledge (PMBOK)
- DUTIES** : Provide input into the development of GIFA's project development structures, systems, policies, processes, and governance controls, and drive improvements through the inclusion of practice-linked insights. Lead, manage and provide support in the development of infrastructure projects to the point of bankability. Provide input into, manage, and monitor the availability and quality of information for project management delivery, project tracking, status reporting, and management reporting – on both own projects. Support the sourcing of relevant strategic infrastructure projects. Serve as a primary point of contact between the GIFA and relevant authorities at the municipal, provincial, and national levels, to facilitate effective stakeholder management and networking, and enhance project development opportunities. Provide guidance, support, mentoring, and coaching to external stakeholders on project development matters. Manage teams e.g. Transactional advisors.
- ENQUIRIES** : Ms. Tsakani Maluleke Tel No: (011) 290 6600/38

DEPARTMENT OF HEALTH

ERRATUM: DR GEORGE MUKHARI ACADEMIC HOSPITAL. Kindly note that the following posts of Assistant Director: Logistics refs/017291 and Assistant Director: Facility Manager Ref No: refs/017289 was advertised in Public Service Vacancy Circular 18 dated 26 May 2023, the directorate is amended as follow: Admin Support and Logistics, Chief Diagnostic Radiographer Ref No: refs/017178 the notch is amended as follow R520 785 per annum and Diagnostic Radiographer Ref No: refs/017237 the notch is amended as follow R359 622 per annum. The Clinical Psychologist with Ref No: refs/017303 number of posts is amended as follows: X2 Posts. The closing date will be the 09 June 2023.

OTHER POSTS

- POST 19/94** : **MEDICAL SPECIALIST REF NO: REFS/017211**
Directorate: Anaesthesia
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 214 805 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital
: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialty in Anaesthesia and current registration. No experience required after registration with the HPCSA as Medical Specialist in Anaesthesia. Following will be an added advantage: post-registration experience as a specialist is a recommendation but not required.
- DUTIES** : To administer and oversee the administration of Anaesthesia at all levels and service points. Providing clinical services in Anaesthesia subspecialties as determined by the department. Participate and assist in teaching and training of both undergraduate and postgraduate students. Perform administrative duties as delegated by the Head of Department. Conduct clinical research / audits and/ or participate in the research programs in the department and supervise MMed research studies. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Prof. E Oosthuizen Tel No: (011) 488 4344/ 082 052 0765, Ms. P Rapetswa. HRM Tel No: (011) 488 3711
- APPLICATIONS** : Please upload Z83 and C.V. only. Should you upload any other documents that are not required your application will be disqualified. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No 17 Jubilee Road, Parktown 2193 or alternatively uploaded online on the following link: <http://professionaljobcenter.gpg.gov.za>
- NOTE** : 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. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should

be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/Y YYYY). The information on the new 283 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 posts). 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 encouraged to apply.

- CLOSING DATE** : 19 June 2023
- POST 19/95** : **MEDICAL SPECIALIST: TRAINEE/FELLOW REF NO: REFS/017212**
Directorate: Internal Medicine-Endocrinology
(Fixed two years contract)
- SALARY CENTRE** : R1 214 805 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital joint with Faculty of Health Sciences University of the Witwatersrand.
- 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, containment, Conflict management, Cost-Management training and experience, Technology and Computer skills, Problem-solving experience, Coaching and mentoring experience. The following will be an added advantage: Preference will be given to candidates with FCP (Part1), ACLS, AMLS, Diploma in HIV and with post community service Medical Officer work experience in Internal Medicine Department.
- 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.

<u>ENQUIRIES</u>	:	Prof. A. Mahomed Tel No: (011) 488 4649/3564, Ms. P Rapetswa HRM Tel No: (011) 488 3711
<u>APPLICATIONS</u>	:	Please upload Z83 and C.V. only. Should you upload any other documents that are not required your application will be disqualified. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No 17 Jubilee Road, Parktown 2193 or alternatively uploaded online on the following link: http://professionaljobcenter.gpg.gov.za
<u>NOTE</u>	:	Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be uploaded online (PDF Format only) at: http://professionaljobcentre.gpg.gov.za . Only online application will be considered. 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. 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 (PS) - 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 posts). 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.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 19/96</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: REFS/017372 (X1 POST)</u> Directorate: Paediatrics (General Paediatric Wards)
<u>SALARY</u>	:	R1 214 805 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification as Medical Specialist in Paediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA) as a paediatrician. Current HPCSA registration as a paediatrician for April 2023/March 2024. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. A valid driver's license. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Clinical skills to manage high volume patient numbers have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
<u>DUTIES</u>	:	To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and/or participate in the research program in the department, including supervising MMed students. Attend meetings and training as approved by Head of Unit

and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment). Supervising the management of and managing paediatric patients, and coordinate any services required for patient care. To provide clinical care/ services in the general paediatric wards (both inpatients and outpatients services). To assist in providing clinical services in paediatric subspecialties, and as to which subspecialty an individual is allocated to will be according to the needs of the department of Paediatrics.

ENQUIRIES : Prof Velaphi Tel No: (011) 933 8400/ 8416
APPLICATIONS : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. 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 application form 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, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. 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 : 20 June 2023

POST 19/97 : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/017373 (X2 POSTS)**
Directorate: Paediatrics (Neonatology)

SALARY : R1 214 805 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification/s as Medical Specialist in Paediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA) as a paediatrician. Current HPCSA registration as a paediatrician for April 2023/March 2024. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal

working hours and work with diverse team. Ability to work in a multi-disciplinary team. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Supervising the management of and managing neonatal patients, and coordinate any services required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients, and outpatients' services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and /or participate in the research program in the Division / Department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).

ENQUIRIES

: Prof Velaphi Tel No: (011) 933 8400/ 8416

APPLICATIONS

: 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. 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 application form 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, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. 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

: 20 June 2023

POST 19/98 : **DEPUTY DIRECTOR: COMMUNITY BASED PRIORITY HEALTH PROGRAMMES REF NO: DDCBPHP/05/2023 (X1 POST)**
Directorate: Community Based Health Programmes

SALARY : R930 747 per annum, all-inclusive package
CENTRE : Johannesburg Health District
REQUIREMENTS : Degree in health-related field. A post graduate master's degree in related health field. Registration with related Professional council for more than 10 years. Must have worked as Assistant Manager Nursing in management capacity in the public health field at least Six (6) years. Good understanding of health sector at all spheres of government. Demonstrate ability steward, govern, and lobby strategic ownership for implementation of such. Financial management skills, knowledge of the public finance management act and division of revenue act are compulsory. A master's degree in public health will be an added advantage. Candidate must portray potential to work under extreme pressure. A valid driver's license. Knowledge and experience in either of Priority Programmes like non-communicable diseases, communicable diseases, health promotions, environmental health, and exposure in these health Programmes will be an advantage. Ability to write reports with sound computer literacy in Excel, Words and Powerpoint.

DUTIES : Provision of strategic leadership for unit made up of Ward Based Outreach Teams, Optometry, Environmental Health, Health Promotions, Non-communicable Diseases and Geriatrics. Communicable Disease control, Surveillance, Epidemic Preparedness and Response. Administrative head of overall accounting office of the public health directorate. Direct supervision of the directors and indirect supervision of the assistant directors existing in the four sub directorates. Inspection and monitoring of weekly plans and daily activities of the subordinates within the sub directorate. Expenditure control and overseeing the overall budget of the sub-directorates. Define budgetary requirements for the function as per department guidelines and the PFMA. Attending of strategic meetings and assisting the chief director in the overall management of health Programmes. Preparations and compilation of annual quarterly, monthly and weekly reports of the sub directorate. Be the overall responsible for staff development and their performance appraisal in the programme.

ENQUIRIES : Mrs. M Morewane Tel No: (011) 694 3705/3712
APPLICATIONS : must be submitted only through this email: JhbHealth.District.JobApplications@gauteng.gov.za. Applicants must indicate the post reference number as subject line of the email.

NOTE : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body before or day of interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.

CLOSING DATE : 19 June 2023

POST 19/99 : **MEDICAL OFFICER GRADE 1 REF NO: REFS/017374 (X1 POST)**
Directorate: Urology

SALARY : R906 540 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner, must be post community service and current registration. No experience. Surgical primaries

and have rotated through ICU and General Surgery will be added as advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES : Perform duties according to guidelines from department of Urology of the University of Witwatersrand. Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties, and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.

ENQUIRIES : Dr S Doherty Tel No: (011) 933 8108

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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. 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 application form 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, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. 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 : 20 June 2023

POST 19/100 : **PHARMACIST GRADE 1 REF NO: TDHS/A/2023/46 (X1 POST)**
Directorate: Pharmaceutical Services

SALARY : R768 489 – R814 437 per annum
CENTRE : Laudium Community Health Centre
REQUIREMENTS : Bachelor of Pharmacy (B.Pharm Degree) or equivalent qualification accredited by the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. No experience required after registration as Pharmacist with SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Other Skills / Requirements: Own discipline, knowledge of relevant legislation, regulations, policies,

		implementation and Information management, quality assurance and improvement programmes. Leadership and communication. Problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work.
<u>DUTIES</u>	:	The provision of pharmaceutical services in Laudium Community Health Centre (CHC). Evaluation of the patient related needs by determining the indication, safety, and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substances as prescribed according to the District formulary. Furnishing of information and advise to any person in regards to the safe and effective use of medicine. Comply with standard operating procedures and statutory regulations (GPP, GMP and PMFA). Liaise with healthcare professionals in Laudium CHC in regards to pharmaceutical services. Stock control and correct handling and storage of medicines. Ensure compliance to standard treatment guidelines and EML in the CHC. Participate in the pharmaceutical programs in the district for e.g. CCMDD, SVS, ideal clinic for pharmacies. Providing in-service training, promoting the safe and rational use of medicines. Monitor the availability of medicines at Laudium CHC. Ensure safekeeping of medicines. Supervising of pharmacist assistants and other support staff at Laudium CHC. Promote public health, quality priorities and Batho Pele Principles. Deputize for the responsible pharmacist. Perform all duties within the scope of practice of a pharmacist. Evaluate and manage staff performance and development within your area. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Monitoring of and implementing measures to reduce fruitless and wastful expenditure at Laudium CHC.
<u>ENQUIRIES</u>	:	Ms M Haines Tel No: (012) 356 9201
<u>APPLICATIONS</u>	:	must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 19/101</u>	:	<u>MEDICAL PHYSICIST GRADE 1 REF NO: REFS/017376 (X1 POST)</u> Directorate: Clinical Support (Radiography)
<u>SALARY</u>	:	R734 811 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with the HPCSA as a medical Physicist, Registration with the HPCSA as a Medical Physicist, No experience needed after registration with the HPCSA as a Medical Physicist. Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan.
<u>DUTIES</u>	:	Review of radiation safety procedures to ensure compliance with regulatory requirements. Provide training of radiation workers in all radiation protection protocols. Review of personnel radiation exposure and preparation of over-exposure reports as required by DoH:RC/SAHPRA. Monitoring of patient radiation doses: diagnostic reference levels (DRLs) Prevention of radiation incidences in diagnostic radiology department. Acquisition and administering of personnel radiation monitoring devices (e.g. radiation dosimeters such TLD badges & audible/alarm dosimeters). Perform calculation and inspection of the facility shielding as required in accordance with the national regulations. Acts on behalf of license holders in taking a full responsibility for the entire scope of

radiation protection. Develop and directs quality control programs to ensure safety procedures, better image quality, identification of the sources of uncertainty as well as the compliance with regulations. Perform acceptance testing of the newly installed imaging systems to verify the specifications provided by the vendor. Implementation of a regular quality control programme to guarantee safety of both staff and patients. Ensuring that all the activity measuring instruments (radionuclide calibrators and survey meters) are calibrated against the national standard. Review of documentation which includes procedure manuals and policy documents. Ensure that the correct activity which is measured with a radionuclide calibrator is administered to patients. Monitor the administration of radioactivity sources (in case of I-131 and Lu-177) to patients for therapeutic procedures. Measurement of the sensitivity of gamma cameras/SPECT scanners prior to the estimation of the activity/counts to be performed. Provide support to Radiography, Radiology, Nuclear Medicine, Radiotherapy, Oncology and other institutions in the cluster. Evaluation of all the facilities and procedures in terms of occupational or public safety by performing radiation survey. Participate in drafting/writing specifications prior to purchasing of a new radionuclide calibrator and/or any imaging system. Ability to work full hours a week and work overtime when requested.

**ENQUIRIES
APPLICATIONS**

: Mr S.J.T. Khumalo Tel No: (011) 933 8434
 : 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at 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. 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 application form 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, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. 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

: 20 June 2023

- POST 19/102** : **ASSISTANT MANAGER NURSING SPECIALTY REF NO: REFS/ 017217**
 Directorate: Nursing Department – Critical Care
 (Re- advertisement)
- SALARY** : R683 838 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12 or equivalent. Basic R425 qualification (Diploma/ Degree in Nursing) that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. 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 referred to above must be appropriate / recognizable experience after obtaining the 1-year Critical Care Nursing. At least 3 years of the period must be appropriate at management level. Nursing administration qualification and computer literacy will be added advantage.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.
- ENQUIRIES** : Mr GNB Moeng Tel No: (011) 488 3424, Ms. M Maseko. HRM Tel No: (011) 488 4732
- APPLICATIONS** : Please upload Z83 and C.V. only. Should you upload any other documents that are not required your application will be disqualified. Applications should be submitted on a (PDF Format only) to the following link <http://professionaljobcenter.gpg.gov.za>. Only online application will be considered.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign

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

CLOSING DATE

: 19 June 2023

POST 19/103

: **ASSISTANT MANAGER SPECIALTY PNB-4 (OPERATING THEATRE NURSING SCIENCE) REF NO: REFS/017352 (X1 POST)**
Directorate: Nursing

SALARY

: R683 838 per annum, (plus benefits)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: Basic R425 qualification (An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty Operating Theatre Nursing Science. Registration with SANC and current registration as Professional Nurse. A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least six (06) years of the period referred to above must be appropriate/recognizable in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Degree/Diploma in Nursing Education will be an added advantage. Service Record. Computer Literacy.

DUTIES

: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Ensure that the clinical nursing practice by the nursing team and promotion of quality nursing care is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and subordinates, 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 amicably at management level with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate basic Computer Literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise, relieve the supervisor when required. Ability to function as part of a team and display good professional image.

ENQUIRIES

: Dr. FF Mafisa Tel No: (012) 529 3873

APPLICATIONS

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

NOTE

: Applicants who applied previously are encouraged to apply again. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for

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

CLOSING DATE

: 19 June 2023

POST 19/104

: **AREA MANAGER (PNB-4) REF NO: TDHS/A/2023/47 (X1 POST)**
 Directorate: Tshwane Sub-District 2, 3 & 4

SALARY
CENTRE
REQUIREMENTS

: R683 838 - R767 184 per annum, (plus benefits)
 : Tshwane Health District Services
 : Matric / Senior Certificate / Grade 12, a basic 2R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a 3(a)post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) or an 3(b)Advanced Midwifery and Neonatal Science (R212) accredited with SANC plus a 4Post Basic qualification of a minimum duration of one-year in Nursing Administration or Management or Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA (i.e. NQF level 7 or 6 for a Degree or Diploma respectively).Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Unendorsed & valid driver's licence, be computer-use literate & competent. NB!! Shortlisted Candidates will be assessed for computer competency. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and 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 the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Computer literacy and report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.

DUTIES

: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies).Monitor that the Sub-District meets and/or exceeds set performance targets & aspirations. Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of

Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of human, financial & material resources. Proactively, independently & autonomously manage labour relations affairs, including consequential management. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. Liaise the Sub-District, District and all other essential stake-holders.

**ENQUIRIES
APPLICATIONS**

: Mr SR Makua Tel No: (012) 451 9121 / 079 872 6077
: must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, First Floor Reception, Cnr Lillian Ngoyi and Pretorius Street, Pretoria, 0001. No faxed applications will be considered

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 19 June 2023

POST 19/105

: **ASSISTANT MANAGER (PNB-4) REF NO: TDHS/A/2023/48 (X1 POST)**
Directorate: PHC Sub District 1

**SALARY
CENTRE
REQUIREMENTS**

: R683 838 - R767 184 per annum
: Tshwane District Health Services
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be management experience in in either District Health Services or PHC Setting. Valid Driver's license is a requisite. Potential candidates should be computer-use competent on related modern-day functions & activities. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and 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 the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Effective and competent use of modern-day technology to communicate and advance any other departmental mandates. Shortlisted Candidates may be assessed for computer competency as part of selection.

DUTIES

: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho-

Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS) Liaise the Sub-District, District and all other essential stake-holders.

- ENQUIRIES** : Mr M.E Makhudu Tel No: (012) 451 9059 during office hours only (08h00-16h00)
- APPLICATIONS** : must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Streets, Pretoria; 0002. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.
- CLOSING DATE** : 19 June 2023
- POST 19/106** : **OPERATIONAL MANAGER SPECIALTY PNB-3 (INTENSIVE CARE NURSING SCIENCE) REF NO: REFS/017347 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 per annum, (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty Intensive Care Nursing Science. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. Degree/Diploma in Nursing Management will be an added advantage. Service records. Computer literacy.
- DUTIES** : Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with people of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance

service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required. Ability to function as part of a team and display good professional image.

**ENQUIRIES
APPLICATIONS**

: Dr. FF Mafisa Tel No: (012) 529 3873
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

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

CLOSING DATE

: 19 June 2023

POST 19/107

: **OPERATIONAL MANAGER SPECIALTY PNB3- ONCOLOGY NURSING SCIENCE (GYNAECOLOGY) (X1 POST)**
Directorate: Nursing
Re-Advert

**SALARY
CENTRE
REQUIREMENTS**

: R627 474 per annum, (plus benefits)
: Dr. George Mukhari Academic Hospital
: 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 duration of at least 1 year accredited with SANC in the relevant speciality. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the Gynaecology Oncology Nursing, after obtaining the 1 year post basic qualification in the relevant speciality. Computer literacy and Nursing Management / Administration will serve as an added advantage. Ability to function as part of a team and display good professional image.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Promote the achievement of National Core Standards/Ideal Hospital Realization Framework targets. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.

**ENQUIRIES
APPLICATIONS**

: Dr. FF Mafisa Tel No: (012) 529 3873
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

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

CLOSING DATE

: 19 June 2023

POST 19/108

: **OPERATIONAL MANAGER NURSING GENERAL PNA-5 REF NO:
REFS/017348 (X1 POST)**
 Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R497 193 per annum, (plus benefits)
 : Dr George Mukhari Academic Hospital
 : A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Service record must be submitted. Should have proven sound managerial skills and be computer literate. Diploma/Degree in Nursing Management and Experience in Orthopaedics management will be an added advantage.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Manage and monitor proper utilization of human, financial and physical resources. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Able to manage own work, time, and that of subordinate to ensure proper nursing service in the units. 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. Compile and analyze reports to improve quality of patient care. Participate in training, research, and self-development. Promote achievement of National Core Standards targets. Be prepared to work shifts when the need arises. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Dr. FF Mafisa Tel No: (012) 529 3873
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

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

CLOSING DATE : 19 June 2023

POST 19/109 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: TDHA/A/2023/49 (X1 POST)**
Directorate: Supply Chain Management & Asset Management

SALARY : R424 104 – R496 467 per annum (Level 09)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Qualifications: Matric/Grade 12 certificate coupled with 10 years supervisory experience in Asset Management or Matric/Grade 12 certificate coupled with a Post matric qualification either a National Diploma in Supply Chain Management, Logistics Management/ Supply Chain Management / Business

Management and/or relevant qualification. A BCOM and/or a post graduate qualification/certificate in any of the above mentioned disciplines will be an added advantage. Experience: 3 – 5 years supervisory experience on level 7 or 8 in Supply Chain Management. Experience in BAS reconciliations, report writing, disposal management, asset verifications, theft and losses and general management/supervision in asset management. Thorough understanding of processes within the Supply Chain Management environment. Other Skills / Requirements: Leadership, Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management. Driver's license (Code B). Computer literate, ability to work under pressure and good interpersonal skills. Working experience on BAS will be an added advantage.

- DUTIES** : Provide supply chain management administrative support to Tshwane District Health Services as follows: Asset Register: Management and monitoring of updating of all records on the asset register. The establishment of maintenance register at respective facilities within the district. Barcoding: Management of the bar-coding process for all newly acquired/donated assets. Compilation and submission of monthly asset recon reports to Central Office. Theft and Losses: Management and monitoring of the theft and losses process within the district. Asset Verification: Development of the Annual Asset Verification Plan. And conducting the annual verification of assets including the training of facility managers and asset coordinators at Facility/Programme level. Management and supervision of the annual Asset verification programme for the district. Facilitation and coordination of addressing discrepancies. Disposal Management: Convening quarterly disposal meetings and the subsequent disposal of obsolete and redundant assets. Facilitation and coordination of the disposal management process. Risk Management: The development of the SCM Operational Risk Register. The monthly consolidation of the reports into the OPS Risk Register, the Key Emerging Risk Register and the Incident Report. Personnel Management: The recommendation/ approval of leave plans and leave application. The management of the PMDS process for the Asset Team. The development of SCM officials into Asset/SCM training and any other relevant training. General Management: Development and updating of Standard Operating Procedures within Asset Management. Liaison with internal and external stakeholders regarding all aspects related to Asset Management and Supply Chain Management. Consolidation and compilation of SCM and Asset related reports monthly/annually. Assist with general office management duties within the SCM Unit. Perform all other duties delegated by a Deputy Director: Supply Chain Management. Other duties: Maintaining & updating of registers. Compile daily, weekly and monthly statistics. Handle external and internal enquiries including audit queries. Liaison with Clinical Engineering Technicians to maintain Assets within the district.
- ENQUIRIES** : Mr TD Makgari Tel No: (012) 451 9003
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 19 June 2023
- POST 19/110** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 CHILD NURSING SCIENCE) REF NO: ODI/19/05/2023/01**
- SALARY** : R431 265 per annum
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post

- basic Nursing qualification (Child Nursing Science) with a duration of at least one year, accredited with the SANC. A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Accredited with SANC in terms of Government Notice No R212 in the relevant speciality.
- DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Maintain infection prevention and control standards. Effective utilisation of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, and other health professional ethics. Promotion of professionalism and adherence to nursing professional ethics. Perform nursing administrative duties and relieving the Operational Manager. Implement Ideal Hospital framework. Must be willing to workday and night duty/shift.
- ENQUIRIES** : Ms. Ntsie EP Tel No: (012) 725 2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 23 June 2023
- POST 19/111** : **RADIATION THERAPIST REF NO: REFS/017214**
Directorate: Radiation Therapy
- SALARY** : R413 688 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Qualifications that allows registration with the HPCSA as Radiographer: Independent Practise: Therapy. Four (4) appropriate experience after registration with HPCSA as a Diagnostic Radiographer. Ability to work under pressure, be able to work beyond office hours, e.g., emergencies and overflow of booked patients. Must be computer literate.
- DUTIES** : Treat all, patients completely, effectively and accurately according to departmental protocols, based on local and international research. Participation in academic activities. Responsible for localization planning and accurate delivery of radiation treatment to patients with neo-plasms. Physical and emotional support of patients. Daily and weekly quality assurance. Administrative duties, e.g., patient's and statistics. Assist students during clinical work to develop radiography skills.
- ENQUIRIES** : Dr. O Ubogu Tel No: (011) 488 3710, Ms. S Mbatha Tel No: (011) 488 2215
Ms. P Rapetswa HRM Tel No: (011) 488 3711
- APPLICATIONS** : Please upload Z83 and C.V. only. Should you upload any other documents that are not required your application will be disqualified. Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be uploaded online on a (PDF Format only) at <http://professionaljobcenter.gpg.gov.za>. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide

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

- CLOSING DATE** : 19 June 2023
- POST 19/112** : **SPEECH THERAPIST & AUDIOLOGIST/SPEECH THERAPIST REF NO: TRH10/2023**
- SALARY** : Grade 1: R359 622 - R408 201 per annum
Grade 2: R420 015 - R477 771 per annum
Grade 3: R491 676 - R595 251 per annum
- CENTRE REQUIREMENTS** : Tshwane Rehabilitation Hospital
: Bachelor of Speech Therapy & Audiology, registration with HPCSA as Speech Therapy & Audiology Speech Therapist Independent Practitioner. Experience in rehabilitation of persons with communication, language, swallowing, and hearing difficulties. Good communication skills and computer literacy. Working experience: **Grade 1:** Have completed community service. **Grade 2:** A minimum of 10 years appropriate experience in speech Therapy after registration with HPCSA. **Grade 3:** A minimum of 20 years appropriate experience in Speech Therapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.
- DUTIES** : Assess and treat in and outpatients using a holistic approach with the use of evidence-based practice and standardized outcome measures. Effective record keeping, including patient records according to ICF and SOAP standards and administrative duties. Prescribe and issue appropriate assistive devices. Compile own statistics and assist to control stock for all assistive devices in the department. To work with colleagues, relieve as and when the need arises, and work closely with the interdisciplinary team members. Collaboration with relevant stake holders. Management of physical resources on allocated area. Perform clinical supervision of allocated staff (e.g., community service own skills and knowledge by identifying and attending relevant courses, workshops, work group etc. Adherence to all prescribed Acts/Policies (e.g., Basic conditions of employment act, National Health Act, Code of conduct, PMDS etc. and any directive on clinician governance.
- ENQUIRIES APPLICATIONS** : Mrs. M. Mabokela Tel No: (012) 354 – 6033
: must be hand delivered to: Tshwane Rehabilitation Hospital Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity;

therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 19 June 2023
- POST 19/113** : **PODIATRIST REF NO: REFS/017345 (X1 POST)**
Directorate: Clinical Support
Applicants who applied previously are encouraged to apply again
- SALARY** : R359 622 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : B-Tech Pod (SA) or a recognized relevant Degree/Diploma, Current registration with Health Professions Council of South Africa (HPCSA) as an independent practitioner; **Grade 1:** No experience. **Grade 2:** a minimum of 10 years relevant experience and **Grade 3:** a minimum of 20 years relevant experience after registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner in Podiatrist. Sound interpersonal and communication skills, Ability to work in a multi-disciplinary environment. Ability to work under pressure. Have analytical and creative skills and be adaptable.
- DUTIES** : Assessment and treatment of in and out-patients. Assist in department administrative activities, quality assurance and evidence based programmes. Contribute positively towards the development and growth of the Podiatry Department. Participate in and contribute towards Professional departments programmes.
- ENQUIRIES** : Ms. MD Letswalo Tel No: (012) 529 3976
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 19 June 2023
- POST 19/114** : **CHIEF ADMIN CLERK (LAUNDRY SERVICES) (X1 POST)**
Directorate: Admin Support and Logistics
Applicants who applied previously are encouraged to apply again.
- SALARY** : R294 321 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 Certificate plus 3 to 5 years' experience in Laundry Supervision. Computer Certificate with Microsoft Office Programs (Word, Excel, Power point)

and Internet. Must be able to plan, lead, organize, supervise, inspect, and evaluate the work of subordinates, work scheduling. Patient safety. Disciplinary code and procedure, report writing and ability to lead a big team. Comply with HR. prescripts and national core standards safety. Adhere to occupational health and safety regulations as well as infection prevention and control principles. A recognized National Diploma in Public Management / Administration, Business Management or relevant tertiary qualifications NQF 6 will be an added advantage.

DUTIES : Supervision of Laundry Sections. Ensuring cleaning checklists and schedules are available and implemented. Ensure compliance to national core standards/ Ideal Framework Realization. Leave Management. Oversee counting, sorting, disposal, ironing, packing, delivery, and collection of linen to and from various wards. Ensure the availability of clean linen in coordination with all other stake holders. Visits all wards to assess stork levels. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Management of performance and development of staff. Make rounds and inspections to ensure that the laundry staff are performing the required duties. Appropriate cleaning and laundry procedures are adhered to, and quality control measures are continually maintained. Strengthen cleaning and laundry standards and infection control. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute stock, material, or equipment's. Take responsibility of waste management in collaboration with the infection control Officers. Perform any other duties delegated by the Supervisor or Manager.

ENQUIRIES : Mr. JT Hlongwane Tel No: (012) 529 3019
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

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

CLOSING DATE : 19 June 2023

POST 19/115 : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: ODI/19/05/2023/02**
 Those who previously applied are encouraged to re-apply.

SALARY : R294 321 per annum
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 with more than 10 years' experience in Training and development, a three year National or degree in HRM/HRD with 2 years' experience in Training and development within the public sector. Above average computer skills.

- Knowledge of HR prescripts and legislation related to the position functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions, good communication skills, good interpersonal relations, and ability to work under pressure. Driver's licence will be an added advantage.
- DUTIES** : Coordinate orientation and induction programme. Coordinate skills audit and training needs analysis process. Develop and implement the workplace skills plan (WSP) and liaise with training providers. Capturing of PMDS on PERSAL system. To ensure effective Human Resource Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learnership programmes. Compile and submit training report to management. Serve as secretary and advisor during training committee, equity committee, equity committee and PMDS meetings. Monitor implementation of PMDS system. Advice management and staff on new PMDS systems. Facilitation the implementation of Employment Equity and perform any other delegated tasks by the relevant manager.
- ENQUIRIES APPLICATIONS** : Mr Letswane M Tel No: 012 725 2456
- Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. NB: People with disability are encouraged to apply. Preference will be given to male candidates.
- CLOSING DATE** : 23 June 2023
- POST 19/116** : **ADMINISTRATION OFFICER REF NO: TDHS/A/2023/51 (X1 POST)**
Directorate: TDHS PHC Sub District 5, 6 & 7
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)
Stanza Bopape CHC
Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Other Skills / Requirements: Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.
- DUTIES** : The incumbent will perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Dr Moshime-Shabangu Tel No: (012) 451 9004 during office hours only (08h00-16h00)
must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Streets, Pretoria; 0001. No faxed applications will be considered.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 19 June 2023
- POST 19/117** : **PROFESSIONAL NURSE OSD REF NO: TDHS/A/2023/50 (X9 POSTS)**
Directorate: PHC Sub District 5, 6 & 7
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R543 696 per annum
- CENTRE** : Stanza Bopape CHC (X2 Posts)
Eersterust CHC (X2 Posts)
Dark City, CHC (X3 Posts)
Rethabiseng Clinic (X1 Post)
Ekangala
- REQUIREMENTS** : Matric/Grade 12. Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry, and community Nursing Science. Current registration with the SANC as a Professional Nurse. Other Skills / Requirements: **Grade 1:** No experience required after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Required: Knowledge of nursing care processes and procedures. Knowledge of SANC. Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, display of uncompromising concern for the welfare of patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele & Patient Rights). Skills: Leadership, Supervisory, Good Communication & Reporting (Verbal & Written), Excellent time-management, skills, Counselling, Interpersonal Relations, Conflict Management, Decision-Making and Problem-solving skills. Valid & unendorsed driver's license is essential.
- DUTIES** : Overseeing that comprehensive, holistic and quality patient care is dispensed in line with departmental objectives. Participate in processes of upholding of Professional Standards and Conduct, Batho Pele Principles, Patients' Rights Charter, Employee Value Proposition and other relevant/applicable ethical considerations. Collection of correct, accurate and optimal data management and/or use Upholding and complying with Quality Assurance prescripts. Correct implementation of SOPs
- ENQUIRIES** : Dr Moshime-Shabangu Tel No: (012) 451 9004 during office hours only (08h00-16h00)
- APPLICATIONS** : must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria; 0001. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

Employment Equity target of the department. No applications will be considered after the closing date. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

CLOSING DATE

: 19 June 2023

POST 19/118

: **HUMAN RESOURCE CLERK REF NO: CHBAH 650 (X2 POSTS)**
Directorate: Human Resources Service Benefits

SALARY

: R202 233 per annum (Level 05), plus benefits

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 12 with no experience. Computer literacy (Ms Office). Exposure in working in Human Resources will be an added advantage. Knowledge/Skills/Competency: Knowledge of the Human Resource administration processes. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Human Resource Department. Knowledge of Regulations and the Legislative framework related to Personnel Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Full administration duties, functions and practices in the following areas within Human Resource: Service benefits (Promotions, Transfers, Service termination, leave management, personnel management). handle telephonic as well as other HR enquiries from internal and external clients. Compile mandates to be sent to Gauteng Department of Finance and make sure that are captured timeously and correctly. Attend to HR related enquiries and audit queries. Record, organize, control, store, and retrieve information. Ensure safekeeping of documents and filling of all related documents. Attend meetings and trainings as approved by supervisor. Maintain of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Mr M. Masetlha Tel No: (011) 933 9404

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. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. 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** : 20 June 2023
- POST 19/119** : **ADMINISTRATIVE CLERK REF NO: REFS/016192**
Directorate: Pharmacy
This is a re-advertisement post, applicants who previously applied they are encouraged to re-apply.
- SALARY** : R202 233 per annum, (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum of eighteen months administrative working experience. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Calculation skills.
- DUTIES** : Capture data and audit of goods received. Collate supplier and internal documents for authorization and supply to CPD. Collate and file corresponding documents as per department standard operating procedure (SOP). Manage associated administrative tasks. Involvement in capturing of cyclical and full stock take processes. Perform any other duties assigned by Pharmacy Manager / Drug Controller. Assist in completion of RSo1 and submissions to relevant authorities for approval. Assist with monitoring of orders and outstanding others. Actively participate as a member of a team to achieve goals. Communicate effectively to assist other team players. Active involvement in own professional development to maintain a satisfactory level of skills.
- ENQUIRIES** : Ms. T Phalane Tel No: (012) 318 7066
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.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. 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** : 19 June 2023

POST 19/120 : **FINANCE CLERK REF NO: ODI/19/05/2023/03 (X2 POSTS)**

SALARY : R202 233 per annum
CENTRE : Odi District Hospital
REQUIREMENTS : Candidate must be in possession of Grade 12 certificate with a 2 years' experience in Finance. National Diploma / Degree in Accounting / Finance Management / Cost Management / Internal Auditing or equivalent with 1 year experience in hospital Finance environment. Understanding of Public Service Legislative Framework including Public Finance Management Act, Treasury Regulations and DORA. Knowledge of transversal systems SRM, Basic Accounting System (BAS) SAP, PAAB/MEDICOM/SAPHIS will be an added advantage. Good communication skills (verbal, written and reporting). Must be computer literate and be able to work under pressure.

DUTIES : Compile and capture journals, compile Budget and expenditure in year monitoring report (IYM), allocation of budget on RLSO1 through SCOA, reconciliation of BAS/SAP, MEDSAS/BAS and PERSAL/BAS, processing of Sunday payments through invoicing cycle, verification of overtime claim forms, daily checking of payments through BAS, updating of commitment register, reconciliation of suppliers statements and reporting on accruals, Billing and submission of accounts to debtors, tracing of outstanding debts, capturing of EFT payments on PAAB/SAP HIS system and updating of patients information. Perform sub-cashier's functions within the hospital. Capture manual receipts when the system is offline. Submission of monthly reports to head office and perform any other delegated duties by supervisor.

ENQUIRIES : Ms Lamola J Tel No: (012) 725 2433/2466
APPLICATIONS : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.

NOTE : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. NB: Must be willing to work shifts (weekends, public holidays, nights) and rotate within all sections in finance department.

CLOSING DATE : 23 June 2023

POST 19/121 : **CLEANER SUPERVISOR REF NO: REFS/015193**
Directorate: Logistics

SALARY : R171 537 per annum (Level 04), (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum requirement Grade 12 with 3-5 years proven cleaning work experience in a hospital environment. A valid driver's license. Proven Computer literacy in Ms Office (Word, Excel, PowerPoint). Valid Knowledge of Occupational Health and safety Act, Infection prevention and control. Ability to supervise junior colleagues, knowledge of disciplinary procedures. Knowledge of work scheduling, knowledge of clinical and non-clinical areas in the hospital. Willing to work on weekend and public holidays.

DUTIES : Manage and supervise cleaning staff and ensure day to day is done as per daily work schedule. Administer attendance registers and work plans. Report any maintenance problems daily and follow up thereof. Coordinate with seniors timeously with regard to problems that may arise. Plan leave for the cleaning personnel. Ensure compliance to the labour relations act, basic conditions of employment and other acts relevant. Execute daily inspections with regard to cleanliness in the hospital. Evaluate the work given to the staff daily using monitoring tools. Place orders for cleaning materials and control the inventory of cleaning materials and equipment. Draft, implement and adhere to cleaning materials and control the inventory of cleaning materials and equipment. Draft, implement and adhere to a cleaning plan. Perform any other work delegated by a supervisor.

ENQUIRIES : Ms T.A Mathonsi Tel No: (012) 318- 6634
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.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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 accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. 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** : 19 June 2023
- POST 19/122** : **FOOD SERVICE SUPERVISOR REF NO: TRH 10/2023**
Directorate: Food Services
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04)
: Tshwane Rehabilitation Hospital
: Minimum requirement of Grade 12 certificate with 3 years' experience or Grade 10 with more than 5 years' experience in Public Service Food service unit. Good verbal communication, writing skills and interpersonal skills. Have basic numeric and literacy skills. Basic relevant meal preparation skills and knowledge of different cooking methods. Appropriate knowledge of production for normal and therapeutic diets in a Food Service Unit. Knowledge of hygiene and safety principles. Ability to work effectively in a team, under pressure and leadership character. Effective team working skills. Problem identification skills. Be able to work shifts, weekend and public holidays.
- DUTIES** : Supervising of food service personnel, be able to read menus, recipes and supervising production, portioning distribution of meals. Responsible for internal ordering, storage and control of stock. Assist with preparation of meals for functions and meetings. Reporting faulty equipment's. Assist with client survey and plate wastage. Ensure cleanliness, safety and hygiene in Food Service Unit. Perform all duties delegated by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms TR Mudau Tel No: (012) 354 - 6146
: 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** : 30 June 2023

- POST 19/123** : **AUXILIARY WORKER REF NO: CHBAH 651 (X1 POST)**
Directorate: Mortuary
- SALARY** : R147 036 per annum, plus benefits
- CENTRE** : Chris Hani Baragwanth Academic Hospital
- REQUIREMENTS** : Adult Education and Training (AET/ ABET) Level 3 or equivalent (Grade 5-7). Exposure in working in Human Resources will be an added advantage. Knowledge/skills/competency: Knowledge and application of Batho Pele Principles and Six Priorities. Must be able to lift and move heavy objects. Ability to liaise with internal and external stakeholders. Ability to communicate well with people at different levels, high-level reliability. Good customer skills and competence. Sound report writing skills. Ability to handle conflict. Ability to work independently and in a team. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to work under pressure and be prepared to rotate within Patient Affairs Department. Knowledge of regulations and the legislative framework related to Patient Affairs and the ability to interpret them. Code 8/ 10 driver's license and experience in mortuary will be an added advantage. Must be prepared to work shifts, which include, weekends and public holidays and extended hours are compulsory, Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Provide assistance to the supervisor in relation to the general mortuary functions. Ensure cleanliness and maintenance of equipments and environment in areas of responsibility and prepare for re-use to comply with the Occupational Health and Safety Act Transporting of corpses from wards to Mortuary. Daily checking and monitoring of fridges gauges and reporting all faulty Fridges in the mortuary. Maintain high confidentiality. Attend to queries in a professional manner. Clean Stretchers and prepare them for re-use. Assisting families on a daily basis. Clean the deceased storage area with chemicals as prescribed by Occupational Health and safety standards issue corpses and check if correctly labelled before removal from the Mortuary. Record all corpses received and issued out of the mortuary in the mortuary register. Assisting with the rendering of an effective. Efficient and caring services within the mortuary services. Completion of pass-out forms during the collection of the corpses by the undertakers. Perform any other mortuary tasks as delegated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor Management of personnel performance and review thereof. (Contracting, Quarterly review, and final assessment).
- ENQUIRIES** : Ms. S. Mudzili Tel No: (011) 933 0302
- 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. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. 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** : 20 June 2023
- POST 19/124** : **PERIODIC SOCIAL WORKER REF NO: REFS/017354 (X1 POST)**
Directorate: Social Services
- SALARY** : R194.00 per hour
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Bachelor's degree in Social Work. Registration with SACSSP. Current registration. Applicant must be in possession of South African valid driver's license. Knowledge and understanding of Mental Health, Social Work legislation and ethical prescripts, Knowledge of social systems, theories, skills and values to ensure that one is able to intervene efficiently and effectively where people interact with their environments in order to promote social and mental well-being. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem solving skills.
- DUTIES** : To render social work services to patients, families and the community at large. Conduct home visits as part of social circumstances assessments and tracing families. Facilitation of alternative placements of mental health care users. Facilitation of child protection and children in need of care and protection cases. Assist with tracing families of destitute and unknown patients. Working with terminally ill patients. Attend multidisciplinary team meetings and ward rounds to give advice in matters relating to Social Issues. Compile daily, weekly and monthly statistics. Write reports of social work interventions undertaken with patients and/or their families.
- ENQUIRIES** : Ms Kate Monageng Tel No: (012) 529 3257
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be

subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 19 June 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>
CLOSING DATE : 23 June 2023
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Whites, Indian females, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Certified copies will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 19/125 : **ASSISTANT DIRECTOR: RESEARCH REF NO: REFS/017357**

SALARY : R424 104 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a three-year degree/ Diploma (NQF level 6) in a Quantitative Numerical discipline- Statistics/Economics/human settlements or related fields. A Postgraduate Degree will be an added advantage. 3-5 years' working experience in research development environment. Possession of a valid driver's license. Good command and experience in quantitative and qualitative research. Statistical analysis skills. Working knowledge or conceptual understanding in critical analysis of human settlements legislations, acts and policies. An understanding of the operations of the housing sector and its challenges in general. Computer literacy, good written and verbal communication skills. Co-ordination, report writing and interpersonal skills. Ability to identify research gaps in the sector, including the ability to conceptualize new research themes and policy initiatives to assist in the Policy and Research work for the Department.

DUTIES : Conceptualising research themes, undertaking research investigations and analysis, presenting work. Collecting and processing reliable data. Critically analysing and interpreting data to draw clear practical conclusions for human settlements. Disseminating research findings and information to various stakeholders in the province and sector. Leading in material layout, editing and publication of completed research work. Providing background research and information for defining the research agenda. Ensuring progressive management of the research function within the Directorate. Attending inter-sectoral summits, conferences and forums. Providing inputs as requested on housing related issues. Planning, organising and hosting the Gauteng, Policy, Research and Strategy forum. Compiling research reports in line with acceptable research methodologies and quality standards. Reporting back on tasks, allocating resources and identifying required budget for research projects outlined in the annual operational plan. Developing and executing project plans. Providing key administrative and logistical support for critical projects. Identifying possible research funding sources. Identifying possible

ENQUIRIES

partnerships for effective human settlements development and implementation. Supervise junior staff and administration functions of the unit.
Ms A Mogaswa at 072 313 8052

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON**

- APPLICATIONS** : may be forwarded by post to: Head: Community Safety and Liaison, Human Resource Management, Private Bag, X 9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
- FOR ATTENTION** : Ms. S.S Ngcobo
- CLOSING DATE** : 23 June 2023
- NOTE** : Applicants must not submit copies/attachments/ poof /certificates/ID/Driver license/qualifications on application, only when shortlisted. A completed Z83 application for employment form and a detailed CV must only be submitted. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. Persons with disabilities are also encouraged to apply.

OTHER POST

- POST 19/126** : **DISTRICT COORDINATOR REF NO: CSL32/2023**
- SALARY** : R958 824 per annum, an all-inclusive remuneration package is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful Candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.
- CENTRE REQUIREMENTS** : King Cetshwayo (Kwa Mbonambi)
: A Degree or National Diploma (NQF level 6) or higher in Social / Police Science or relevant equivalent qualification with a minimum of 3 years junior management experience in crime prevention. A valid driver's license. Applicants must be prepared to work extended hours. Knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1Labour Relations Act,1983, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act,1999, National Youth Development Agency Act, 2008, Civilian Secretariat for Police Service Act,2011, Fleet management, Labour Relations Act,1995, Communication and protocol, Communication skills, Project management skills, Report writing skills, Computer Skills, Financial Management skills, Conflict Resolution skills.
- DUTIES** : To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the district. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact on police practices in the district. Coordinate the management of crime prevention in the district. Ensure effective management of resources for the district.
- ENQUIRIES** : Ms. S.N Chamane at 078 9327 359

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

- 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, 2nd Floor South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Zulu

CLOSING DATE : 07 July 2023, (Applications received after this date will not be accepted)

NOTE : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise in terms of SMS post that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. This post is being re-advertised and replaced. All applicants who applied previously must re-apply if they wish their applications to be considered. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

MANAGEMENT ECHELON

POST 19/127 : **CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE REF NO: 18/2023 (MID)**
Chief Directorate: Municipal Infrastructure

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Civil/ Electrical Engineering coupled with 5 years' experience at a senior management level within the infrastructure planning and development environment as well as an SMS Pre-entry certificate as offered by the National School of Government (NSG). Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of relevant legislation (MFRA, MPRA, MFMA, Municipal Systems Act), Knowledge of legal compliance, Knowledge of project management, policy analysis and strategic planning, Knowledge of infrastructure development and programme management, Knowledge of financial management and supply chain management, Knowledge of the structure and functioning of government as well as the infrastructure development environment in South Africa, Knowledge of operation and maintenance planning and implementation, Engineering and professional judgment skills, Strategic capability and leadership skills, Planning, organising as well as time management skills, Decision making and problem solving skills, Negotiation and conflict resolution skills, Team leadership and change management skills, Financial Management skills, Project management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to facilitate and monitor infrastructure development within municipalities with the following key responsibilities: Manage and facilitate municipal infrastructure development, Manage and facilitate sustainable service delivery, Ensure the management of infrastructure finance, Co-ordinate water sanitation and energy services planning, Manage the resources of the Directorate.

ENQUIRIES : Ms B Mgutshini Tel No: (033) 8975672

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the following 1 post was advertised in Public Service Vacancy Circular 16 dated 12 May 2023, the number of post to be advertised have been amended as follows: (X1 Post) Clinical Nurse Practitioner (Bergville clinic): Grade 1 & 2: Centre: Emmaus Hospital with Ref No: EMS/16/2023; The closing date has been extended to 19 June 2023

OTHER POSTS

- POST 19/128** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 – RADIOLOGY REF NO: GS 46/23**
Component: Radiology Department
- SALARY** : R1 887 363 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 based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : Grey's Hospital- Pietermaritzburg
: Senior Certificate or equivalent. A qualification in Health Science, Plus Current registration with the Health Professionals Council of South Africa as a Specialist Radiologist Plus Meet all requirement for Registration with HPCSA as a Specialist Radiologist (exit outcomes 1,2 and 3) Five (5) years' experience working in an Academic Radiology Department after registration with HPCSA as a Medical Specialist. (Only shortlisted candidates will be required to submit proof of all documents). Recommendations: MMed in Diagnostic Radiology. Post-graduate qualification and/or appropriate skills and experience in subspecialty. Experience with vascular and non-vascular interventional radiology procedures. Experience with managing a subspecialist service in a recognized academic Radiology department. Proven experience with supervision of Radiology MMed candidates. Research experience and/or academic publications. Knowledge, Skills and Experience: Sound Diagnostic Radiology skills including CT, MRI, Mammography and Interventional procedures. Advanced clinical skills and experience in Musculo-skeletal imaging. Ability and experience in running / contributing to a comprehensive Radiology academic program for postgraduate students. Ability and experience in supervising MMed students and research projects. General management, Human resource management, Budgeting, Equipment acquisition, knowledge of current Health and Public Service legislation, regulations and policies, knowledge of medical ethics, quality assurance programs, good communication, and leadership by example.
- DUTIES** : Provide Medical Physics support for Radiotherapy treatment units including the drawing of specifications, Clinical and Managerial responsibility for the development and ongoing provision of subspecialist services in the field of Musculoskeletal imaging, including advanced ultrasound and MRI applications, at Greys Hospital and its referral area. Clinical and Managerial Responsibility for Interventional Radiology service when required. Participation in the development and ongoing provision of under- and post-graduate teaching of Radiology in the PMB Metropolitan Complex. Supervision of MMed theses for Radiology registrars and participation in Clinical Research in the PMB metropolitan complex. Responsibility for, and participation in, Radiology after-hours services in the PMB metropolitan region. Note: In view of the requirement for on-site after hours service provision, the recommended candidate will be required to relocate to Pietermaritzburg prior to taking up the post. Development of, and ongoing participation in, the provision of Tertiary and Regional Radiological services at Greys Hospital and its drainage area (including rotation to Edendale Hospital when required). Development of, and participation in Clinical Support and Outreach Programs to facilities referring to Pietermaritzburg hospitals, including Teleradiology services. Liaison with Institutional Management at Greys Hospital, the Head Clinical Department in Radiology at Greys Hospital and the Head of Radiology at the University of KwaZulu Natal.
- ENQUIRIES APPLICATIONS** : Dr M. Durand Tel No: (033) 897 3204
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs M. Chandulal
: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the

new Z83 form and a detailed curriculum vitae only. The employment equity target for this post is: African Male, African Female, Coloured Male.
19 June 2023

CLOSING DATE

:

POST 19/129

:

MEDICAL SPECIALIST GRADE 1/2/3: ANAESTHETICS & ICU DEPARTMENT REF NO: MED 33/2023 (X4 POSTS)

SALARY

:

Grade 1: R1 214 805 – R1 228 092 per annum, (all-inclusive remuneration package)
Grade 2: R1 386 069 - R1 469 883 per annum, (all-inclusive remuneration package)
Grade 3: R1 605 330 - R2 001 927 per annum, (all-inclusive remuneration package)
Plus 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)

CENTRE

:

Harry Gwala Hospital

REQUIREMENTS

:

Senior Certificate (Matric) MBCHB or equivalent qualification. FCA (SA) or MMed (Anaes), PLUS Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Specialist Anaesthesiologist Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Experience: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Please Note: This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. Specialist cover at Harry Gwala Regional Hospital is shared between the Anaesthetic and Critical Care Departments. The purpose of the post is to develop advanced Anaesthetic skills as well as develop an interest in critical care. The facility to spend 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES

:

To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management of critically ill patients. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Harry Gwala Regional and Northdale). Willingness to rotate through

		ICU for up to 6 months is essential. Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.
<u>ENQUIRIES</u>	:	Dr. J. Invernizzi at 082 385 8915
<u>APPLICATIONS</u>	:	All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.
<u>FOR ATTENTION</u>	:	Mr. T.C. Manyoni
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za . Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: All appointments will be made in accordance with the Employment Equity target of the Hospital. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	21 June 2023
<u>POST 19/130</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3: PSYCHIATRY DEPARTMENT REF NO: MED 34/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 – R1 228 092 per annum, (all-inclusive remuneration package) Grade 2: R1 386 069 - R1 469 883 per annum, (all-inclusive remuneration package) Grade 3: R1 605 330 - R2 001 927 per annum, (all-inclusive remuneration package) Plus 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid: Optional (Employee must meet Prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	:	Harry Gwala Regional Hospital: Harry Gwala Nursing Campus Senior Certificate/Grade 12 Certificate, An appropriate tertiary qualification (MBChB) or equivalent, Registration as a Medical Specialist in Psychiatry with the HPCSA, FC Psych (SA) and/or MMed (Psychiatry). Leadership and decision-making abilities as well as problem-solving and conflict management. Participate in outreach activities for the delivery, supervision, and support of mental health services in the drainage area of Harry Gwala Regional Hospital. Participate in development and ongoing provision of under / postgraduate teaching and Clinical Research participation and supervision in Psychiatry. Basic knowledge of Human Resource matters including Labour Relations. Supply Chain Management / Procurement and budget control practice and management. Information management. Managerial ability regarding communication, negotiation, planning, organization, leadership and decision making. Assessment and management of patients. Interpersonal skills. Competence in undergraduate and postgraduate training. Ability to perform research and supervise/teach Junior staff. Knowledge of current Health and Public Service legislation, regulation and policy, including Medical Ethics, Epidemiology and Statistics. Experience: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after

registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

DUTIES : To efficiently execute duties and functions relating to specialist mental health care, including consultation liaison. Responsible for the administration and management of outpatient and inpatient mental health services at Harry Gwala Regional Hospital. Coordinate maintenance of standards of care and implementation of quality improvement programmes at Harry Gwala Regional Hospital and its referral clinics. Participate in development guidelines, protocols, and referral pathways for the management of mental health care users.

ENQUIRIES : Dr. N.M. Sibiyi Tel No: 033-395 4362
APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.

FOR ATTENTION : Mr. T.C. Manyoni
NOTE : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE : 21 June 2023

POST 19/131 : **MEDICAL SPECIALIST: OPHTHALMOLOGY (GRADE 1,2,3) REF NO: GS 47/23 (X1 POST)**
 Component: Ophthalmology Department

SALARY : Grade 1: R1 214 805 per annum
 Grade 2: R1 386 069 per annum
 Grade 3: R1 605 330 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 : Greys Hospital, Pietermaritzburg

<u>REQUIREMENTS</u>	: Senior Certificate (Grade 12) or equivalent. MBCHB Degree or equivalent Specialist qualification Plus Current Registration with the Health Professions Council of South Africa as a Specialist. Ophthalmology. NB! (Only shortlisted candidates will be required to submit proof of all documents). Grade 1: Experience: Not Applicable. Registration with HPCSA as a Medical Specialist. Grade 2: Experience: 5 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Grade 3: Experience: 10 years experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant Discipline. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Knowledge, Skills, Attributes and Abilities: Competency in vitreo-retinal surgery. Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.
<u>DUTIES</u>	: Assistance in the provision of a quality cost effective and efficient 24 hour. Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. After hour calls are offered at an average of 16 hours per week. NB: Successful applicants might be required to rotate and work in all state facilities in the greater Pietermaritzburg area, not just Grey's Hospital.
<u>ENQUIRIES</u>	: Dr N.T Mathe Tel No: (033) 897 3072
<u>APPLICATIONS</u>	: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	: Mrs M. Chandulal
<u>NOTE</u>	: Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The employment equity target for this post is: African Male, African Female or Coloured Male.
<u>CLOSING DATE</u>	: 19 June 2023
<u>POST 19/132</u>	: <u>MEDICAL SPECIALIST: ANAESTHETICS REF NO: GJGM02/2023 (X1 POST)</u> Component: Medical Management Services
<u>SALARY</u>	: Grade 1: R1 214 805 per annum, all-inclusive package Grade 2: R1 386 069 per annum, all-inclusive package Grade 3: R1 605 330 per annum, all-inclusive package All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospital Allowance, Plus compulsory Commuted Overtime which is determined by service delivery needs of the institution
<u>CENTRE</u>	: General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	: Grade 1: Matric Certificate/ Grade 12, A tertiary qualification (MBCHB or equivalent), Current registration with the Health Professional Council of South Africa as a Specialist. One (1) year relevant experience after registration as a medical Specialist with recognized Foreign Health Professional Health Council in respect of foreign qualified employees of whom it not required to perform Community Service as required in South Africa. Grade 2: Matric Certificate/ Grade 12, A tertiary qualification (MBCHB or equivalent), Current registration with the Health Professionals Council of South Africa as a Specialist, Five (5) post registration experience as a Medical Specialist in Anaesthetics, Six (6) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Matric Certificate/ Grade 12, A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa as a Specialist in Trauma, Ten (10) years post registration experience as a Medical Specialist in Anaesthetics, Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as

required in South Africa. Recommendations: Registrars that are finishing the prescribed contractual time are welcome to apply. The translation to specialist post will take place once the finalization of the HPCSA requirements toward the Specialist Degree takes place. Knowledge, Skills & Abilities: Sound Knowledge and clinical skills in the management of Anaesthetic/ICU patients. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.

DUTIES

: Assist the Head of Department with the following: To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas – clinical and customer care (patient perspective). Undertake training of medical students, registrars, medical officers, nursing staff and any other training indicated by the Head of the Department. Also support relevant clinical research, clinical trials and CPD activities. Participate in commuted overtime as per Departmental needs. This includes on-site duties if required. Provide expert advice and clinical support to District / regional level hospitals referring to GJG Mpanza. Provide outreach to surrounding District hospitals that refers patients to GJG Mpanza hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in GJG Mpanza Hospital. 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 administrative matters as pertains to the unit. Manage/ supervise allocated human Resources. Empower, in a respectful manner, the medical and nursing staff through evidence based best practices. Attend to meetings and workshops as directed. 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 hospital organogram. Maintain clinical, professional and ethical standards. Assist the head of department with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimize patient care in the Theatres and ICU with resources available. Be part of Disciplinary team. Conduct outpatient clinics and provide expert opinion. Provide a support service for hospitals and clinics in ILembe District. Liaison with other heads of disciplines. Provide specialist services for inpatient, outpatient and after hours services.

**ENQUIRIES
APPLICATIONS**

: Dr. R Matos (HCU) Tel No: (032) 437 6000
 : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. 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). 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 (when shortlisted). Applicants: 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, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. This is a re-advertisement those who apply previously are free to re-apply.

- CLOSING DATE** : 23 June 2023
- POST 19/133** : **DEPUTY NURSING MANAGER REF NO: MOS/DNM/02/2023 (X1 POST)**
- SALARY** : R930 747 – R1 045 731 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate). Degree /Diploma in General Nursing & Midwifery, A minimum of 9 years appropriate/ recognisable experience as a professional nurse after registration with SANC as a registered nurse. At least 5 years of the period referred to above must be appropriate/ recognisable experience at managerial level. Proof of current registration with SANC for 2023 (only when shortlisted). Proof of previous and current work experience (certificate/s of service, official letter of service) endorsed and stamped by HR (only when shortlisted). Recommendations: Diploma in Nursing Management. Valid driver's license. Computer literacy (MS Office programmes). Knowledge, Skills and Competencies Required: In depth knowledge and understanding of nursing care processes and procedures, nursing statutes and other health related acts, such as Nursing Act, Health Act, Skills Development Act, Labour Relations Act, Occupational Health Act, Public service Act, Patients Right. Knowledge and understanding of Legislative framework governing the Public services including Skill Development Act, Public Service Regulations, Labour Relations Act, Grievance procedures and disciplinary procedures. Good Communication, report writing, facilitation, co-ordination, decision-making, leadership, planning, organizing, negotiation, networking and interpersonal skills. Strategic planning, Responsiveness, Pro-activeness, Professionalism, Accuracy and Flexibility to work under pressure. Ability to prioritize issues and other work related matters and comply with the time frames. Good verbal and written communication skills. Sound labour/conflict management skills. Knowledge and understanding of human resource and financial practices.
- DUTIES** : To plan, direct, co-ordinate and manage the delivery of nursing services. Manage and support the Nursing component in an effective and efficient manner, working with the executive management team. To effectively represent the interest of the nursing component in the Executive Management Committee. Provide strategic leadership for the nursing component including clinics to ensure that primary care services in order to improve the health outcomes. Ensure that adequate policies, systems and procedures are in place to enable judicious management of financial resources allocated to nursing component. Ensure appropriate asset management and accountability of all assets under the nursing component. Advocate and ensure promotion of nursing ethos. Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress. Monitoring and evaluation of patient care in the hospital. Initiate and participate in health promotions. Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources in the component. Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety Committees. Ensure continuous development and training of nursing personnel and implement monitoring and evaluation of performance. Ensure that data management and monitoring is included in all nursing managers. Ensure compliance of the nursing component with Ideal hospital and norms and standards. Establish and maintain effective working relationship between nursing staff and other stakeholders (multidisciplinary teams, inter-sectoral, community etc). Ensure the integration of COVID 19 management and vaccination into routine services and other health programmes. Participate and contribute in the strengthening of Clinical governance and Quality improvement in the hospital.
- ENQUIRIES** : Dr B Mung'omba (Chief Executive Officer) Tel No: (035) 591 0122

APPLICATIONS : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

FOR ATTENTION : Mr. SS. Langa

NOTE : Directions to Candidates: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered. Those that applied must fill free to re-apply. The Employment Equity Target for this post is an African Male.

CLOSING DATE : 20 June 2023

POST 19/134 : **MEDICAL OFFICER: SURGERY REF NO: MO/SUR2/2023 (X1 POST)**

SALARY : Grade 1: R906 540 - R975 738 per annum, (all-inclusive package)
Grade 2: R1 034 373 - R1 129 116 per annum, (all-inclusive package)
Grade 3: R1 197 150 - R1 491 627 per annum, (all-inclusive package)

CENTRE : Addington Hospital: KwaZulu Natal

REQUIREMENTS : MBChB Degree, Registration certificate with the Health Professions Council as a Medical Practitioner, Current registration card (2023/2024) with HPCSA, Current and previous work experience endorsed and stamped by Human Resource. Only shortlisted candidates will be required to submit proof of all documents **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Recommendation: Six (6) months post community service experience in Surgery unit would be an advantage, Six (6) months post community service experience in ICU unit would be an advantage, ATLS, BSS, ACLS and PALS. Knowledge, Skills Training and Competencies Required: Sound Knowledge and clinical skills associated with the practice of general surgery. Ability to diagnose and manage emergency surgical conditions including those practical skills involved in resuscitation. Ability to conduct a surgical ward round and to diagnose and

<u>DUTIES</u>	:	manage common surgical problems in the postoperative period. Good communication and interpersonal skills. Sound moral values based on integrity, trust and judgment. Advanced surgical training will be deemed advantageous. Appropriate management and follow-up of surgical inpatients and outpatients. Appropriate peri-operative assessment of the surgical patient, management and follow-up as determined by the surgical condition and the patient's comorbidities. Appropriate selection of treatment modalities. Training of Interns and other junior personnel. The successful applicant will be required to:- Perform routine ward duties. Attend outpatient clinics.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr A Botha Tel No: (031) 327 2507
<u>FOR ATTENTION NOTE</u>	:	Mrs P Makhoba
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 19/135</u>	:	<u>MEDICAL OFFICER: SURGERY REF NO: GJGM39/2023 (X1 POST)</u> Component: Medical Management Services
<u>SALARY</u>	:	Grade 1: R906 540 per annum, all-inclusive package Grade 2: R1 034 373 per annum, all-inclusive package Grade 3: R1 197 150 per annum, all-inclusive package All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospital Allowance, Plus compulsory Commuted overtime which is determined by service delivery needs of the institution
<u>CENTRE REQUIREMENTS</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Grade 2: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. Grade 3: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Competencies: General skills as doctor in surgery. Ability to work in multi-disciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationships with a diverse community Resilience and ability to cope with change. Ability to make a difference.
<u>DUTIES</u>	:	Experience and ability in dealing chronic, sub-acute and acute surgical Problems. Working knowledge of medical and surgical protocols, health policies, acts and regulations. Ability to perform surgical procedures and participate in MMC programmes. Ability to resuscitate patients from birth to old age. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with

		change. Ability to make a difference. Instil confidence in public health system and also in medical profession through exemplary behaviour.
<u>ENQUIRIES</u>	:	Dr Z.R Khan (HCU E.N.T) Tel No: (032) 4376000
<u>APPLICATIONS</u>	:	should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. 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). 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 (when shortlisted). Applicants: 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, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.
<u>CLOSING DATE</u>	:	23 June 2023
<u>POST 19/136</u>	:	<u>ASSISTANT MANAGER NURSING (THEATRE, CSSD, PHC, TRAUMA & OUTPATIENT DEPARTMENT REF NO: UNTU 14/2023 (X1 POST)</u> Component: Nursing
<u>SALARY</u>	:	R683 838 - R767 184 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance, Housing Allowance: Employee must meet prescribed requirements.
<u>CENTRE</u>	:	Untunjambili Hospital
<u>REQUIREMENTS</u>	:	Senior certificate STD 10/ (Grade 12), Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery. That allows Registration with the SANC as a Professional Nurse. A post basic nursing qualification in Operating Theatre: Nursing Science with duration of at least One Year accredited with the SANC. One Year Post Basic qualification in Clinical Nurse Science, Health Assessment, and Treatment and Care. A minimum of Ten Years appropriate/recognizable nursing experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience at management level. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendation: Qualification in Nursing Management. Driver's license. Computer literacy. Knowledge, Skills, Attributes and Abilities: Knowledge of South African Nursing Council (SANC) rural and regulations. Decision making and problem solving skills. Conflict Management and negotiating skills. Demonstrate effective communication with patients, supervisors other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team

at unit level to ensure good nursing care by nursing team. Leadership organizational, decision making and problem solving skills. Report writing skills, and time management skills, good communication, interpersonal relations, counselling and conflict management skills. Ability to formulate patient care related policies. Knowledge of Public Service Policies, Acts and Regulations.

DUTIES

: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in operating Theatre component in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Operating Theatre and Out-Patient Services. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost. Effective manner. Maintain effective the utilization and supervision of resources. Ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, and protocols, operational and strategic plans aimed at improving service delivery. Facilitate and ensure implementation of department priorities and National core standards. Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patient's records. Demonstrate a concern for patients, promoting and advocating proper treatment and care. Monitor and evaluate staff performance. Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff patients and multidisciplinary team. Exercise control over discipline grievance on all labour related issues. Develop/establish and maintain construct working relationship with nursing and other stake holders.

**ENQUIRIES
APPLICATIONS**

: Ms. I.M.F. Buthelezi Tel No: (033) 444 1707
: should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or Hand Deliver OR courier your application

NOTE

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

CLOSING DATE

: 23 June 2023

<u>POST 19/137</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: WOSI/OPE/10/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1 R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Wosiyane Clinic
	:	Senior Certificate/Grade 12 Certificate Degree /Diploma in General Nursing and Midwifery. Drivers License, Computer Certificate and Nimart Training, Basic R425 qualification (i.e. Degree, Diploma in nursing Qualification that allows registration with South African Nursing Council as a professional Nurse. A post basic nursing qualification in Primary Health Care with duration of at least one year, accredited with the South African Nursing Council in PHC. Registration Certificate with SANC as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing and Midwifery, of which 5 years must be recognizable experience after obtaining (1) year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies Required: Leadership, organisational, decision making, supervisory and problem solving. Knowledge and insight into nursing care processes and procedures, Nursing statutes and other relevant legal frame work. Ability to formulate Nursing care related policies, vision, mission and objectives of the clinic. Good communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Financial and budgetary knowledge and skills pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills and in basic programme. Basic Knowledge of public service Act, Basic Conditions of Employment, Disciplinary code and Procedure, Grievance procedure and financial policies and practices.
<u>DUTIES</u>	:	Ensure clinical Nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Ndwedwe CHC. Promote quality of Nursing standards as directed by the professional scope of practice and standards in line with facility Operational Plan. Ensure effective performance management of staff in line with Performance Management and Development system policy of the Department. Effective management of Ideal Clinic Realization project, National Core standards initiatives prioritisation and complaints Mechanism, Ensure effective utilisation of resource allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of Disciplinary code and procedure fairly and equally. Ensure effective record management and submission of reports / stats accordingly.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NS Langa Tel No: (032) 532 3048/50
	:	All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342
<u>FOR ATTENTION NOTE</u>	:	HR Manager Tel No: (032) 532 3050
	:	Directions to Candidates 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 . Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply. "NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	23 June 2023

<u>POST 19/138</u>	:	<u>OPERATIONAL MANAGER PHC (SPECIALTY) REF NO: SAHMBONWA 07/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 per annum. Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee must meet prescribed requirements), Medical Aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	St Andrews Hospital: Mbonwa Clinic
	:	Senior Certificate. Diploma / Degree in Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwife and Primary Health Care. A minimum of 09 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate / recognisable experience after obtaining the one year post basic qualification Primary Health Care. Proof of previous and current work experience endorsed by Human Resource (Only shortlisted candidates). Knowledge, Skills and Competencies: Knowledge of Nursing care 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 counselling skills, Financial and budgetary knowledge pertaining to the relevant resources under management, Insight into procedures and policies pertaining to nursing care, Computer skills in basic programs.
<u>DUTIES</u>	:	To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialized nursing care with set standards and within a professional / legal framework. To implement and sustain kangaroo mother care practices. To implement and sustain baby friendly practices. To implement PMTCT as per National guidelines. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs VV Ncume Tel No: (039) 433 1955, EXT 259
	:	should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010, Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
<u>CLOSING DATE</u>	:	23 June 2023

POST 19/139 : **ASSISTANT NURSING MANAGER (NIGHT DUTY) REF NO: MOS/ANM-ND/01/2023 (X1 POST)**

SALARY : R627 474 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance, (Employee must meet the prescribed requirements). Rural allowance 12%

CENTRE REQUIREMENTS : Mosvold District Hospital
Grade 12 (Senior certificate) Standard 10. Degree /Diploma in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. Proof of current registration with SANC for 2023. Proof of previous and current work experience (certificate/s of service, official letter of service) endorsed and stamped by HR (only when shortlisted). Recommendations: Qualification in Nursing Management. Computer literacy (MS Office programmes). Knowledge, Skills and Competencies Required: Advanced knowledge and skills of nursing care processes and procedures, nursing status and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety Act, Labour relations Ct, Public Service Regulations patients' Rights Charter, Batho Pele principles, ect. Strong interpersonal, communication (Verbal and written) and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and comply with the frames. High level of accuracy, initiative and innovation. Insight into the public health sector strategies and priorities in including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge of nursing care delivery approaches. Sound knowledge of Nursing Management. Conflict management, Mentorship, Supervisory and change management skills.

DUTIES : Provide effective and professional leadership during the night. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care at night. Develop/ establish & maintain constructive working relationship with nursing & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork). Participate in the analysis, formulation & implementation of nursing guidelines, practices, standards & procedure. Ensure adherence to prescribed policies and procedures. Ensure effective management, utilization and supervision of all resources. Administer all nursing services and support services within the hospital during the night. Monitor and implement EPMDS. Monitor and implement Ideal Hospital. Improve quality of care through reduction of patient complains, public complains and waiting times. Ensure that accurate reliable statistics and reports are generated. Monitor and evaluate effectiveness of nursing staff development, infection control and quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified. Control duty roster and attendance registers. Deal with grievances and labour relation issues in terms of laid down policies and procedures.

ENQUIRIES APPLICATIONS : Mr. NA. Ndlazi (Acting Deputy Nursing Manager) Tel No: (035) 591 0122
Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

FOR ATTENTION NOTE : Mr. SS. Langa
Directions to Candidates: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign

qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered. The Employment Equity Target for this post is an African Male.

- CLOSING DATE** : 20 June 2023
- POST 19/140** : **OPERATIONAL MANAGER NURSING (SPEC) – MATERNITY REF NO: UMP 26/2023**
- SALARY** : R627 474 per annum
CENTRE : Umphumulo Hospital
REQUIREMENTS : Matric certificate, Diploma / Degree in nursing or equivalent., Registration with the S.A.N.C. as a Professional Nurse and midwife. Current (2023) council receipt if shortlisted. A post basic nursing qualification in Advanced Midwifery, accredited with the South African Nursing Council. A minimum of nine (9) years appropriate / recognizable experience as a Professional Nurse of which at least five (5) years must be appropriate / recognizable experience in maternity after obtaining the post basic qualification of Advanced Midwifery. Understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards, Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies, Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
- DUTIES** : Provide effective management and professional leadership. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Maintain accurate and complete patient records. Ensure proper utilization of resources and exercise care over government property. Supervision of subordinates in execution of their duties. Implement quality improvement programmes, e.g. PMTCT, CARMMA, MBFI, ESMOE, PPIP, MOM CONNECT, HBB, etc. Ensure the provision of accurate statistical information for data management. Ensure that the unit complies with National Core Standards. Monitor and evaluate staff performance. Establish and maintain constructive working relationships with colleagues (nursing) and other stakeholders. Participate in staff, students and patient education. Manage effective utilization of resources in the unit. Participate in perinatal mortality meetings.
- ENQUIRIES** : J. M. Ndlovu Tel No: (032) 4814199
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo, 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
- FOR ATTENTION** : Mr S. M. Naidoo
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an

evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 23 June 2023
- POST 19/141** : **ASSISTANT NURSE MANAGER GENERAL (ORTHOPAEDICS/SURGICAL/OPHTHAMOLOGY) REF NO: GJGM38/2023 (X1 POST)**
Component: Nursing Management Services
- SALARY** : R627 474 per annum. Other Benefits: 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : Diploma / Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A minimum of 8 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with the S.A.N.C. for 2023. Knowledge, Skills, Training and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele Principles, etc. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Computer literacy. Basic financial management skills.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care in Surgical, Ophthalmic and Orthopaedic units. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standard operating procedures. Manage human resources in terms of EPMDS. Monitor annual registration of Nurses as per SANC regulations. Monitor and ensure proper utilization of financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a management / supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Monitor, report and investigate any patients' safety incidents in the units. Manage and solve complaints from patients and relatives and develop control measures to reduce those complaints. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Develop risk management strategies to mitigate factors that can harm patients and staff including implementation of IPC guidelines and waste management practices. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by SANC and the relevant health facility.

Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Ensure that all the units comply with all quality assurance issues such as clinical governance meetings, norms and standards, Ideal Hospital (IHRM), audit improvement, reporting of early warning signs and data management. Demonstrate a basic understanding of HR and financial policies and practices.

ENQUIRIES : Matron EM Shabane (Deputy Director: Nursing) Tel No: (032) 4376008
APPLICATIONS : should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled 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). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Faxed or e-mailed applications will not be considered. 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). 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 (when shortlisted). Applicants: 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, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints.

CLOSING DATE : 23 June 2023

POST 19/142 : **ASSISTANT MANAGER NURSING GENERAL (NIGHT DUTY) (EMS/20/2023) (X1 POST)**

SALARY : R627 474 per annum. Plus 13th Cheque, housing allowance (provided the incumbent meets the requirements)-Employee must meet prescribed requirements and Medical Aid- optional.

CENTRE : Emmaus Hospital
REQUIREMENTS : Senior Certificate STD 10/ Grade 12, Diploma/Degree in General Nursing and Midwifery, at least 3 years of the period referred to above must be appropriate/recognizable experience at a management level. NB: Only shortlisted candidates will be required to submit: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Before or on the day of interview. Recommendation: Driver's license. Knowledge & Skills: Knowledge of legislation and planning framework, Knowledge of hospital quality assurance initiatives, Knowledge of nursing care processes and procedures, nursing statuses, 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, Etc, Leadership/organizational / decision making and problem solving abilities within the limit or the public sector and institutional policy framework, Interpersonal and budgetary knowledge pertaining to the

<u>DUTIES</u>	:	relevant resources under management, Insight into procedures and policies pertaining to nursing care.
	:	Delegate, supervise and co-ordinates the provision of effective and efficient patient care through adequate nursing care, Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care, Develop/establish and maintain constructive relationship with nursing and other stake holders (i.e., interpersonal, inter-sectoral and multi-disciplinary teamwork), Participate in the analysis, formulation of nursing guidelines, norms and standards, Manage effective utilization and supervision of human of human , financial and materials resources in the department at night, Development of the night duty roster and allow for coverage of all units, Monitor the implementation of EPMDS in all units, Develop training program for night duty staff based on the disease profile of the sub-district, Monitor the implementation of DHIMS policy and Data Management Policy and provide quality data and daily verification of data, Monitor the implementation of Norms and standard/IPC/and Ideal Hospital to ensure compliance and accreditation, Provide management support , guidance and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty, Coordination of provision of effective training and research, Maintain professional growth/ethical standards and self-development, Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
<u>ENQUIRES APPLICATIONS</u>	:	Mrs. M.A.N. Mzizi Tel No: 036 488 1570, EXT.8203
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.
<u>CLOSING DATE</u>	:	19 June 2023 @ 16:00
<u>POST 19/143</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY) REF NO: PMMH/OMN/SPEC/PAEDS 01/2023 (X1 POST)</u>
<u>SALARY</u>	:	R627 474 – R703 752 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque, Medical Aid (Optional), In-hospital Area Allowance (8% of Basic Salary)
<u>CENTRE REQUIREMENTS</u>	:	Prince Mshiyeni Memorial Hospital
	:	Operational Manager Nursing Grade 1 (Specialty): Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a "Professional Nurse". A post basic nursing qualification in 'Operating Theatre Nursing Science' with duration of at least 1 year accredited with SANC. Certificates of registration with SANC as a Professional Nurse and other relevant post basic qualification. Only Shortlisted candidates will be required to submit proof of current registration with SANC (2023). Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience after obtaining the one 1 year post basic qualification in Child Nursing Science. Knowledge, Skills Training and Competencies Required: Knowledge of trauma and emergency processes & procedures. Knowledge of nursing statutes and other relevant legislative frameworks. Knowledge of Health Care Service

delivery. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. The ability to function well with a team. Sound communication, interpersonal, counselling and time management skills. Understanding of Human Resource needs and developments. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills. Ability to formulate departmental service standards.

DUTIES : Provide efficient and effective management and leadership in the unit. Ensure effective, efficient management of resources including staff, budgetary planning and procurement process. Supervise and monitor clinical competencies of staff ensuring that principles of nursing care are implemented. Ensure that disciplinary measures are implemented in accordance with Labour Relations Act. Ensure implementation of OHSC requirement. Promote a harmonious conducive working environment to enhance quality patient care. Facilitate and participate in development training and mentorship of staff and students. Develop, monitor and evaluate staff performance through EPMDS. Establish and maintain constructive working relationship with Nursing and other stakeholders. Formulate ward policies, guidelines, SOP's and protocols. Develop and implement strategies for Infection Prevention and Control in the unit. Conduct clinical audits and verify statistics. Strengthen ethics and professionalism in the unit. Monitor and control the quality of patient care. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES : Ms N.P Ngaleka Tel No: (031) 907 8133
APPLICATIONS : to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Moberi, 4060 or Hand deliver to A-Block 2nd Floor white application box.

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

CLOSING DATE : 19 June 2023

POST 19/144 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 05/2023 (X2 POSTS)**

SALARY : R627 474 per annum. Other Benefits: 13th Cheque plus 12 % rural allowance, Housing allowance (employee must meet prescribed requirements and Medical Aid (Optional)

CENTRE : Gamalakhe CHC: Margate and Gcilima Clinics
REQUIREMENTS : Senior Certificate (Grade 12). Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post

basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Current registration with SANC (2023 receipt). A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing, at least 5years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty (PHC). Knowledge, Skills and Competencies: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Leadership, organizational, Decision making, problem solving and interpersonal skills. Basic financial management skills. Knowledge of Human Resource Management. Personal attitude, responsive, professionalism, supportive, assertive and team player role. Communication and decision making skills. Leadership and supervisory skills.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how tis impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the facility and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure effective complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved. Monitor staff performance, appraisal by and development.

ENQUIRIES : Mrs. N.O Ndwendwe Tel No: (039) 318 1113

APPLICATIONS : all applications should be forwarded to: The CHC Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249

FOR ATTENTION : Human Resource Manager

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

CLOSING DATE : 23 June 2023

POST 19/145 : **MEDICAL SPECIALIST: OPHTHALMOLOGY (GRADE 1,2,3) REF NO: GS 48/23 (X1 POST)**
Component: Ophthalmology Department

SALARY : Grade 1: R578 240 per annum
Grade 2: R611 440 per annum
Grade 3: R767 520 per annum
(Sessional post – 20 hours per week)

CENTRE : Grey's Hospital- Pietermaritzburg

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent. MBCHB Degree or equivalent Specialist qualification. Current Registration with the Health Professions Council of South Africa as a Specialist Ophthalmology. (Only shortlisted candidates will be required to submit proof of all documents). Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Competency in either vitreoretinal or paediatric ophthalmic surgery. Knowledge, Skills and Experience: Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.
<u>DUTIES</u>	:	Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. After hour calls are offered at an average of 16 hours per week. NB: Successful applicants might be required to rotate and work in all state facilities in the greater Durban area, not just Inkosi Albert Luthuli Central Hospital.
<u>ENQUIRIES</u>	:	Dr N.T Mathe Tel No: (033) 897 3072
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs M. Chandulal
<u>NOTE</u>	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The employment equity target for this post is: African Male, African Female or Coloured Male
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 19/146</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (QUALITY ASSURANCE MANAGER) REF NO: SAH 24/2023 (X1 POST)</u>
<u>SALARY</u>	:	R497 193 per annum. Other Benefits: 13th Cheque, Home Owners Allowance (Employee must meet prescribed requirements), Medical Aid (optional)
<u>CENTRE</u>	:	St Andrews Hospital
<u>REQUIREMENTS</u>	:	Degree / National diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of 07 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC as a general nurse. Proof of current and previous experience endorsed by Human Resource (only shortlisted candidates will submit proof). Recommendations: A valid code 08 drivers licence. Knowledge, Skills, Training and Competences Required: Working knowledge of health policies and current public service and health related legislation. High level of interpersonal relationship skills. Presentation and facilitation skills, assertiveness and diplomacy. High level initiative and innovation. Ability to liaise with management. Good communication skills (written and verbal) and problem solving skills. Computer literacy in word processing and spreadsheets packages. Practical experience in Quality Assurance and Accreditation.
<u>DUTIES</u>	:	Develop and promote quality assurance culture within the institution /clinics. Plan, ensure implementation of and evaluate, maintain control and co-ordinate activities of the quality assurance department in the institution /clinics. Facilitate formation of quality assurance committee and ensure effective functioning of these committee and that all staff participation in quality assurance programs. Ensure that quality improvement programs are initiated are implemented in order to address shortcomings and non-compliance issues. Maintain accurate reports and records of quality assessments and ensure timeout interventions on non-compliance. Compile and submit monthly reports to the Hospital Manager. Provide on- going feedback to senior management, heads of

departments, PHC management teams. Assist with motivation of institutional personnel through positive reinforcement. Liaise with COHSASA and District Quality Assurance Department and validate results for District Quality Assurance Assessment/ COHSASA. Conduct waiting service times and PEC Surveys. Ensure review of existing policies, standards and clinical guidelines, facilitate formulation of SOP'S

- ENQUIRIES** : Ms TM Mbuwako Tel No: (039) 433 1955 EXT 203
- APPLICATIONS** : should be forwarded: To The Hospital Manager. St Andrews Hospital, Private Bag X1010, Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding, 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applicants are not submitting copies/ attachments/ proof/ certificates/ ID/ driver's license/ qualifications on applications, only when shortlisted. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification are not submitting copies/attachments/proof/certificates/ID drivers licence/ qualifications on applications, only when shortlisted. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 23 June 2023
- POST 19/147** : **OPERATIONAL MANAGER GENERAL-STREAM (H-WARD) REF NO: UNTU 15/2023 (X1 POST)**
Component: Nursing
- SALARY** : R497 193 - R536 220 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance, Housing Allowance: Employee Must Meet Prescribed Requirements.
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12, Degree/ Diploma in general nursing and Midwifery. Current registration with SANC. (2023 Receipt). At least minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge in nursing care process and procedures, nursing statutes and other relevant legal frameworks. I.e. Nursing Act, Health Act Occupational Health & safety Act, Patients, Rights Charter & Batho Pele Principles. Leadership, Organization, decision making and problem solving abilities within limit of the public sector & institutional framework. Interpersonal skills including public relations, negotiating conflict handling and counselling skills Act, Public Service Act Regulation & Labour Relations, Act. Good communication, report writing, facilitation, co-ordination & leadership skills as well as computer skills. People management and financial management skills.
- DUTIES** : Supervise & ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate & monitor the implementation of Nursing Care Plan Evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care & rehabilitation of patient's. Maintain constructive working relationships with nursing and stakeholders i.e. inter-professional, inter- sectorial and multi-disciplinary team work. Analysis, formulation and implementation of nursing guidelines, practices, standards, policies & procedures. Manage & monitor proper utilization of human, financial, physical and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services by assisting with relief duties of Supervisor and partake in

overall unit function i.e. Team Building. Ensure that infection control and prevention policies are implemented in the unit. 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 assigned by the supervisor and hospital management. Ensure implementation of NCS, Make Look like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities.

**ENQUIRIES
APPLICATIONS**

: Ms. I.M.F. Buthelezi Tel No: (033) 444 1707
 : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or Hand Deliver or courier your application

NOTE

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

CLOSING DATE

: 23 June 2023

POST 16/148

: **OPERATIONAL MANAGER GENERAL-STREAM (NIGHT-DUTY) REF NO:
UNTU 16/2023 (X1 POST)**
 Component: Nursing

SALARY

: R497 193 - R536 220 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance, Housing Allowance: Employee Must Meet Prescribed Requirements.

**CENTRE
REQUIREMENTS**

: Untunjambili Hospital
 : Senior Certificate/Grade 12, Degree/ Diploma in general nursing and Midwifery. Current registration with SANC. (2023 Receipt). At least minimum of 7 years appropriate/recognizable experience as a Professional Nurse after registration. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Leadership, Management, planning, policies and procedures governing health care service delivery especially the forensic unit. Knowledge of code of conduct, Labour Relations and related policies. Knowledge of nursing care processes and procedure. Knowledge of nursing statutes and relevant legal framework. Knowledge of Human Resource Policies. Operational

Management co-ordination networking liaison skills. Good communication, interpersonal relations, problem solving and conflict management skills. Planning management skills. Planning and organising report writing skills. People management and financial management skills.

DUTIES : Ensure adequate Coverage and Supervision of staff in all units to allow provision of adequate patient care in an efficient and effective manner. Facilitate and strengthen implementation of health service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving services excellence. Promote implementation of Batho Pele principles, patient's rights charter and acceptance professional/clinical-ethical standards within the applicable legal framework. Participate and implementation of norms and standards, National Health Priorities and quality improvement initiatives including national priority program Plans. Ensure a safe environment for both patients and staff at night. Identify staff and students training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients Colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective and efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Ensure all night Services are coordinated.

ENQUIRIES : Ms. I.M.F. Buthelezi Tel No: (033) 444 1707

APPLICATIONS : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or Hand Deliver or courier your application

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

CLOSING DATE : 23 June 2023

POST 19/149 : **OPERATIONAL MANAGER GENERAL-(OPD) REF NO: UNTU 17/2023 (X1 POST)**
Component: Nursing

SALARY : R497 193 - R536 220 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance, Housing Allowance: Employee Must Meet Prescribed Requirements.

CENTRE : Untunjambili Hospital

REQUIREMENTS

: Senior certificate / (Grade 12), Degree/Diploma in General Nurse Science/Midwifery & Psychiatry. Certificate of registration with South Africa Nursing Council as a professional nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration and Professional Nurse with the SANC in General Nursing. Current registration with SANC (2023 Receipt). Applicants are not submitting. Copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Recommendation: Driver's license. Computer literacy. Knowledge, Skills, Attributes and Abilities: Demonstrate an In depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other member of the multidisciplinary team including the writing of report when required. Good Human relation displaying concern for patients, promotion and advocating proper treatment and care including willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate basic understanding of HR and Financial policies and practices. Experience in working in casualty and resuscitation unit and outpatient. 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. Disaster management skills.

DUTIES

: Work as part of multi-disciplinary team to correlate nursing theory and practice that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Untunjambili Hospital. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Co-ordinate all human resource development activities for nursing and inter-sector collaboration programs in the community for the institution. Ensure integration in the management of Non communicable disease. Ensure fast queues are implemented for all qualifying groups. Compile unity statistics monthly. Maintain client satisfaction through monitoring and setting of service standards.

**ENQUIRIES
APPLICATIONS**

: Ms. I.M.F. Buthelezi Tel No: 033-444 1707
: should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or Hand Deliver or courier your application

NOTE

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

race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

CLOSING DATE : 23 June 2023

POST 19/150 : **OPERATIONAL MANAGER – NURSING (GENERAL) – MALE WARD REF NO: UMP 27/2023**

SALARY CENTRE REQUIREMENTS : R497 193 per annum
 : Umphumulo Hospital
 : Matric certificate. Diploma / Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. Current (2023) council receipt, if shortlisted. A minimum of seven (7) years appropriate / recognizable experience as a Professional Nurse. Understanding of nursing legislation and related legal and ethical nursing practices. Understanding of nursing legislation and related legal and ethical nursing practices. Good communication and interpersonal skills. Understanding of Mental Health Act. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies. Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES : Provide effective management and professional leadership. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Manage and control the Male wards. Oversee the 72 hour observation ward for mentally challenged patients. Monitor and evaluate programmes initiated for the ward. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Maintain accurate and complete patient records. Ensure proper and optimal utilization of resources and exercise care over government property. Exercise control of discipline, grievance and any labour relations issues in terms of laid down policies and procedures. Comply with EPMDS evaluation of staff, formulate training programmes and participate in training and development of staff. Supervision of subordinates in execution of their duties.

ENQUIRIES APPLICATIONS : Ms. J. M. Ndlovu Tel No: (032) 4814199
 : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION NOTE : Mr S. M. Naidoo
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83 together with a comprehensive CV only. No attachments are required. Persons with disabilities should feel free to apply for the post. Shortlisted applicants in possession of a foreign qualification will have to submit an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies on the day of interview. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof if shortlisted. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 23 June 2023

<u>POST 19/151</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) REF NO: MBO 30/2023 (X1 POST)</u> Component: Male (Medical and Surgical)
<u>SALARY</u>	:	R497 193 – R559 686 per annum. Other Benefits: 13th Cheque, 8% Rural Allowance, Home Owners Allowance (employee must meet prescribed Requirements), medical aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital
<u>REQUIREMENTS</u>	:	Matric/Senior certificate or equivalent. Basic R425 Degree /Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Only shortlisted candidates will be required to submit proof of current registration with SANC (2023 Receipt). Only shortlisted candidates will be required to submit proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills and Competencies: Knowledge of public service policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks. Promote quality of nursing directed by professional scope of practice and standards as determined by the institution. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problems solving skills. Knowledge of code of conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problems solving skills. Skills in organizing planning and supervising. Knowledge of Batho Pele Principles and patient right charter.
<u>DUTIES</u>	:	Supervise and ensure provision of an effective and efficient patient care through adequate nursing care by the unit. Ensure compliance to quality assurance, infection prevention and control, the implementation of ideal Hospital, Norms and standards by the unit. Ensure compliance to priorities of the MEC for health by the unit as detailed in a make me look like a Hospital project. Manage information system by ensuring that correct, accurate data is collected and submitted by the unit to prevent information errors thus improving data quality. Monitor and evaluate quality of nursing services in the unit. Manage and control staff absenteeism maintain staff discipline. Ensure effective management of staff and patients to eliminate grievances and complaints from patients. Ensure implementation of employee performance management system (EPMDS) to monitor staff performance. Participate in the analysis, formulation and implementation of nursing guidelines, practices standard and procedures. Manage and monitor proper utilization of human, Financial and physical resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. NM Mhlongo Tel No: (035) 476 6242, ext. 1011
<u>FOR ATTENTION NOTE</u>	:	should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-Pett, 3820 or Hand Deliver to: Mbongolwane District Hospital Human Resource Manager
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<u>CLOSING DATE</u>	:	19 June 2023

POST 19/152 : **CLINICAL NURSE PRACTITIONER REF NO: MOS/CNP-NKU/01/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%

CENTRE REQUIREMENTS : Nkungwini Clinic
: Grade 1: Senior Certificate {Grade 12}. Degree/Diploma 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 duration of at least 1year in 'Curative Skills in Primary Health Care' accredited with SANC. Registrations with SANC as Professional Nurse/General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2022 APC receipt)/license to practice (only when shortlisted). Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted).

DUTIES : Provision of an Intergrated quality and comprehensive Primary health care services by health promotion, diseases prevention, curative and rehabilitative services to Individuals, families a d community. Provide PICT and adherence counseling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with Batho Pele principles. Provide primary prevention strategies and management of Covid-19, TB/HIV/AIDS and other communicable and non-communicable diseases. Provide strategies for improving maternal health and baby well-being. Maintain inter-sectoral collaboration with other government structures. Support Operation Sukuma Sakhe Activities. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Ensure data management is implemented and monitored. Data management.

ENQUIRIES APPLICATIONS : Mr NA. Ndlazi (Acting Deputy Nursing Manager) Tel No: 035 591 0122
: Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

FOR ATTENTION NOTE : Mr. SS. Langa
: Directions to Candidates: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered. The Employment Equity Target for this post is an African Male.

CLOSING DATE : 20 June 2023

POST 19/153 : **CLINICAL NURSE PRACTITIONER REF NO: MOS/CNP-MOB/01/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet the prescribed requirements). Rural allowance 12%

CENTRE REQUIREMENTS : Mosvold District Hospital {Mobile Clinic}
: Grade 1: Senior Certificate {Grade 12}. Degree/Diploma 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 duration of at least 1year in 'Curative Skills in Primary Health Care' accredited with SANC. Registrations with SANC as Professional Nurse/General Nurse. A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Drivers Licence. Proof of current registration with SANC (2022 APC receipt)/license to practice (only when shortlisted). Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted).

DUTIES : Provision of an Intergrated quality and comprehensive Primary health care services by health promotion, diseases prevention, curative and rehabilitative services to Individuals, families and community. Provide PICT and adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with Batho Pele principles. Provide primary prevention strategies and management of Covid-19, TB/HIV/AIDS and other communicable and non-communicable diseases. Provide strategies for improving maternal health and baby well-being. Maintain inter-sectoral collaboration with other government structures. Support Operation Sukuma Sakhe Activities. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Ensure data management is implemented and monitored. Data management.

ENQUIRIES APPLICATIONS : Mr NA. Ndlazi (Acting Deputy Nursing Manager) Tel No: (035) 591 0122
: Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

FOR ATTENTION NOTE : Mr. SS. Langa
: Directions to Candidates: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered. The Employment Equity Target for this post is an African Male

CLOSING DATE : 20 June 2023

POST 19/154 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: THAF/CNP/07/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum. Plus 8% Rural Allowance. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Thafamasi Clinic
: Senior Certificate/Grade 12 Certificate. Degree /Diploma in General Nursing Science and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration with SANC for 2023 as a General Nurse and Primary Health Care. A minimum of 4 years appropriate/ recognizable experience in Nursing. Knowledge, Skills and Competencies Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principle and Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc. Leadership, organizational, decision making problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning. Good communication and interpersonal skills. Decision making skills and problem solving. Team building and supervisory skill. Good interpersonal skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide quality comprehensive Primary Health Care providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in Orientation, Induction and Monitoring of all nurse staff. Provide direct and indirect supervision off all nursing staff and to give guidance. To provide nursing care that lead to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standard, quality and clinical audits. Improved the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all clients' intervention. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of sources. Ability to plan and organize own work and that support personnel to ensure proper nursing care in the clinic. Motivate junior staff development in order to increase level of expertise and assist patients to develop a sense of self-care. Strengthen data systems and treatment s by assisting and capturing on Tier.net. Assist with capturing patients registration (HPRS) systems. Support the realization and maintenance of Ideals Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES APPLICATIONS : Mrs NS Langa Tel No: (032) 532 3048/50
: All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342

FOR ATTENTION NOTE : HR Manager Tel No: 032 532 3050
: Directions to Candidates 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. Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply.

"NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

- CLOSING DATE** : 23 June 2023
- POST 19/155** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: MOLO/CNP/11/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 - R497 193 per annum. Plus 8% Rural Allowance. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Molokohlo Clinic
Senior Certificate/Grade 12 Certificate. Degree /Diploma in General Nursing Science and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration with SANC for 2023 as a General Nurse and Primary Health Care. A minimum of 4 years appropriate/ recognizable experience in Nursing. Knowledge, Skills and Competencies Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principle and Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc. Leadership, organizational, decision making problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning. Good communication and interpersonal skills. Decision making skills and problem solving. Team building and supervisory skill. Good interpersonal skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Provide quality comprehensive Primary Health Care providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in Orientation, Induction and Monitoring of all nurse staff. Provide direct and indirect supervision off all nursing staff and to give guidance. To provide nursing care that lead to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standard, quality and clinical audits. Improved the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' report s and intervention, keeping a good valid record on all clients' intervention. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of sources. Ability to plan and organize own work and that support personnel to ensure proper nursing care in the clinic. Motivate junior staff development in order to increase level of expertise and assist patients to develop a sense of self-care. Strengthen data systems and treatment s by assisting and capturing on Tier.net. Assist with capturing patients registration (HPRS) systems. Support the realization and maintenance of Ideals Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.
- ENQUIRIES APPLICATIONS** : Mrs NS Langa Tel No: (032) 532 3048/50
All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X 528, Ndwedwe, 4342
- FOR ATTENTION NOTE** : HR Manager Tel No: (032) 532 3050
Directions to Candidates 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. Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of

the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply. "NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

- CLOSING DATE** : 23 June 2023
- POST 19/156** : **PN-D LECTURER GRADE 1/2: HARRY GWALA NURSING CAMPUS REF NO: HGNC 35/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R476 334 per annum
Grade 2: R528 696 – R683 838 per annum
Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet Prescribed Requirements)
- CENTRE REQUIREMENTS** : Harry Gwala Regional Hospital: Harry Gwala Nursing Campus
: Senior Certificate/Grade 12 Plus a Diploma /Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification in Nursing Education and Nursing Administration registered with the South African Nursing Council (SANC) PLUS. At least 4years of the period referred to above must be appropriate/ recognizable experience in Nursing Education after obtaining the 1 year post-basic qualification in Nursing Education. An unendorsed valid RSA Drivers Licence (Code EB) OR A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nursing with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2). An unendorsed valid driver's license (Code 08/EB). Possess knowledge of relevant legislation prescripts and policy framework regarding the area of operation/Discipline. Have in-depth knowledge of procedures and processes related to Nursing Science. Possess sound knowledge of nursing education approaches and current changes in Nursing Education. Have research and analytic thinking. Have problem solving skills. Have effective interpersonal skills. Curriculum planning and development. Good research and analytical skills. Recommendations: Post Graduate Diploma in Ophthalmology/Primary Care, Master's degree, Computer Literacy.
- DUTIES** : Co-ordinate provision of education and training of Student Nurses in R171, R425 and R635. Manage clinical learning exposure to students between college and clinical area. Oversee supervision of Students. Collaborate with other stake holders and build a sound relationship within the Department. Supervise staff with the Psychiatric Department. Develop and ensure implementation of quality improvement programs. Implement employee management and development systems. Maintain all clinical records and reports of students. Develop and review of nursing curricula for all categories of training. Implement the new nursing programmes in line with the SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College
- ENQUIRIES APPLICATIONS** : Mrs. R.T. Zondi Tel No: (033) 395 4427
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216. or hand delivered to the box main gate behind the security office.
- FOR ATTENTION NOTE** : Mr. T.C. Manyoni
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2023. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance,

credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 21 June 2023
- POST 19/157** : **CLINICAL NURSE PRACTITIONER {(BERGVILLE CLINIC REF NO: EMS/21/2023) (DUKUZA CLINIC-REF NO: EMS/22/2023)}**
- SALARY** : Grade 1: R431 264 per annum
Grade 2: R528 720 per annum
Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : **Emmaus Hospital**
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. 1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General nursing that allow registration with SANC as Professional Nurse. A 1 year post basic qualification in Primary Health Care Nursing. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. Current SANC receipt. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Sound knowledge of all legislation and regulation applicable to the health services and nursing status. Sound knowledge of disciplinary processes and grievance procedures. Leadership, organizational, decision making, counselling and conflict management skills. Human Resources and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures.
- DUTIES** : Provision of comprehensive primary health care services. Implementation of programs to ensure proper nursing care. Demonstrate effective communication with patient's supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure quality nursing care. Diagnose treat and dispense medication. Work as the part of multidisciplinary team to ensure good nursing care at PHC setting in all health programs. Display concern for patients, promoting and advocating proper treatments and care including awareness and willingness to respond to patient needs, requirements expectations. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop senses of care. To ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. Identify all hot spots areas and ensure that health services are reported. Conduct outreach services and door to door campaigns to improve access of health services to hard to reach areas. Provide COVID-19 management according to protocols and policies. Provide COVID-19 screening, testing and vaccination to clients. Ensure that complaints are decrease by at least 10% each year. Support the facility toward NHI Accreditation (ensuring that the facility is complaint to ICRM

		and OHSC). Attend training/ in-services/workshop and give feedback to ensure that information is disseminated to the facility and that what was learnt is implemented. Support OSS structures.
<u>ENQUIRES APPLICATIONS</u>	:	Ms D.Z Hlongwane Tel No: (036) 488 1570, EXT: 8312
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: NO Subsistence and Travelling, resettlement allowance will be paid for interview attendance.
		19 June 2023 @ 16:00
<u>CLOSING DATE</u>		
<u>POST 19/158</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: NDW/CNP/13/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade1: R431 265 - R497 193 per annum. Plus 8% Rural Allowance. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Ndwedwe CHC: Mobile
	:	Grade 1: Senior Certificate/Grade 12 Certificate. Degree /Diploma in General Nursing Science and Midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Registration with SANC for 2023 as a General Nurse and Primary Health Care. A minimum of 4 years appropriate/ recognizable experience in Nursing. Knowledge, Skills and Competencies Required: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principle and Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc. Leadership, organizational, decision making problem solving, conflict handling and counselling. Good listening and communication skills. Co-ordination and planning. Good communication and interpersonal skills. Decision making skills and problem solving. Team building and supervisory skill. Good interpersonal skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in Orientation, Induction and Monitoring of all nurse staff. Provide direct and indirect supervision off all nursing staff and to give guidance. To provide nursing care that lead to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standard, quality and clinical audits. Improved the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all clients' intervention. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of sources. Ability to plan and organize own work and that support personnel to ensure proper nursing care in the clinic. Motivate junior staff development in order to increase level of expertise and assist patients to develop a sense of self-care. Strengthen data systems and treatments by assisting and capturing on Tier.net. Assist with capturing patients registration (HPRS) systems. Support

		the realization and maintenance of Ideals Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.
<u>ENQUIRIES</u>	:	Mrs NS Langa Tel No: (032) 532 3048/50
<u>APPLICATIONS</u>	:	All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X 528, Ndwedwe, 4342
<u>FOR ATTENTION</u>	:	HR Manager Tel No: (032) 532 3050
<u>NOTE</u>	:	Directions to Candidates 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. Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply. "NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	23 June 2023
<u>POST 19/159</u>	:	<u>PROFESSIONAL NURSE (WITH SPECIALTY) REF NO: NDW/PN/12/2023</u>
<u>SALARY</u>	:	R431 265 - R497 193 per annum. Plus 8% Rural Allowance. Other Benefits: Home owner allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) Inhospitalable Area Allowance (8% of Basic salary), Housing Allowance (employee must meet prescribed requirements
<u>CENTRE</u>	:	Ndwedwe CHC
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 Certificate. Degree /Diploma in General Nursing Science and Midwifery plus 1 year post basic Neonatal Sciences (advance Midwifery). Registration with SANC as a General Nurse, Midwife and Neonatal Sciences. A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC as a professional Nurse & Neonatal Sciences. Recommendation: NIMART Training. Knowledge, Skills and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patients Right Charter. Knowledge of Code of Conduct and labour relations. Good communication and interpersonal skills. Decision making and problem solving. Good communication and interpersonal skill. Decision making and problem solving. Basic Financial management.
<u>DUTIES</u>	:	Implement activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement woman'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 facility. Manage the utilization and supervision of the resources. Ensure that there is proper management and integration of HAST programmes within the maternity unit of the facility. Coordinate the provision of effective training and research, focusing on the programmes within the maternity. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standard, quality and clinical audits. Instil 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 Standard (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.
<u>ENQUIRIES</u>	:	Mrs NS Langa Tel No: (032) 532 3048/50
<u>APPLICATIONS</u>	:	All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X 528, Ndwedwe, 4342
<u>FOR ATTENTION</u>	:	HR Manager Tel No: (032) 532 3050
<u>NOTE</u>	:	Directions to Candidates 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. Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply. "NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	23 June 2023
<u>POST 19/160</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) GRADE1 OR 2 REF NO: SAP 14/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: Rural Allowance, 13th Cheque, medical Aid (must meet prescribed requirements)
<u>CENTRE</u>	:	St Apollinaris Hospital (Paediatric Ward)
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Diploma or Degree in General Nursing and Midwifery. A Post Basic Nursing qualification in Child Nursing Science with duration of at least one year accredited with SANC. Proof of Current registration with SANC as General Nurse, Midwifery and Child Nursing Science (2023) (only shortlisted candidates will be requested to supply certified copies and proof of registration). Proof of current and previous experience endorsed by Human Resource Department (only shortlisted candidates will be requested to supply proof). Educational qualifications, certificates of service and registration certificates need not be submitted as only shortlisted candidates will be requested to supply certified copies and proof of registration. Experience: Grade 1: A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year Post basic qualification in Child Nursing Science. 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 of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in Paediatric Ward after obtaining the 1 year post basic qualification in Child Nursing Science. Knowledge, Skills and Competencies Required: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. 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. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
<u>DUTIES</u>	:	Provide of holistic, specialized nursing care with set standard and within legal framework. Implement standard, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance

with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stake holder. Utilize human, material and physical resources efficiency and effectively. Delegate duties and support staff in executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordinating of training and promote leaning opportunity for all nursing categories. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas. Assist in relief duties of the supervisor. Act as junior shift leader on both day and night shift.

ENQUIRIES : should be directed to Ms NG Myeza Tel No: (039) 833 9001
APPLICATIONS : Direct your application quoting the relevant reference number to: The Assistant Director, St. Apollinaris Hospital, thulani.dlamini@kznhealth.gov.za or to be Hand delivered to Human Resource Section (St Apollinaris Hospital) Creighton on or before the closing date before 16:00.

FOR ATTENTION : Human Resources Section
NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application, certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application only when a candidate is shortlisted. Failure to comply will result in the application not being considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
CLOSING DATE : 23 June 2023

POST 19/161 : **CLINICAL NURSE PRACTITIONER REF NO: UNTU 18/2023**

SALARY : Grade 1: R431 265 per annum
 Grade 2: R528 696 per annum
 Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirements), Medical Aid (Optional) and 8% Rural Allowance

CENTRE : Untunjambili Hospital (Umphise Clinic)
REQUIREMENTS : 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 Computer Literacy: MS Software. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. **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 at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities:

DUTIES

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.

: Conduct clinical training for staff member to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management & necessary support for the effective function of the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.

**ENQUIRIES
APPLICATIONS**

: Mrs NP Ngubane Tel No: (033) 444 1707
: should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 OR Hand Deliver OR courier your application

NOTE

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

CLOSING DATE

: 23 June 2023

<u>POST 19/162</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: UNTU 19/2023</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirements), Medical Aid (Optional) and 8% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Untunjambili Hospital (Amandlalathi Clinic) 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 Computer Literacy: MS Software. Grade 1: Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. 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 at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: 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.
<u>DUTIES</u>	:	Conduct clinical training for staff member to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management & necessary support for the effective function of the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NP Ngubane Tel No: (033) 444 1707 should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 OR Hand Deliver OR courier your application
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must

accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 23 June 2023
- POST 19/163** : **PROFESSIONAL NURSE GRADE 1/2; SPECIALTY OPERATING THEATRE REF NO: UNTU 20/2023 (X1 POST)**
Component: Nursing
Re-Advertised
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional) 8% Rural Allowance, Housing Allowance: Employee Must Meet Prescribed Requirements.
- CENTRE REQUIREMENTS** : Untunjambili Hospital
: Senior certificate, Diploma/Degree in Nursing and Midwifery, Registration with the SANC as a Professional Nurse and Midwifery, A Basic Qualification in Operating Theatre Nursing Science registered with SANC, Current SANC registration (2023 Receipt), Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and a one year Post Basic Qualification in Operating Theatre Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ / recognizable experience after obtaining one year Post Basic Qualification in Operating Theatre Nursing. Knowledge, Skills, Attributes and Abilities: Knowledge of Operating Theatre processes and procedures, Strong interpersonal, communication and presentation skills. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. Sound communication, interpersonal, counselling and time management skills. Knowledge of nursing care processes and procedures, nursing statues and other relevant legal. Understanding of Human Resources needs and development.
- DUTIES** : Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in developing/establishing and maintaining constructive working relationship with nursing and other stakeholders. Provision of optimal, holistic specialized nursing care provided within the set standards and professional/legal framework. Provide a safe therapeutic environment that allows for the practice of safe nursing as laid by the Nursing Act, National Core Standards, and Occupational Health and Safety Act and all other applicable prescripts. Assist in managing and supervising for effective utilization of all resources e.g. human, financial material. Assist in managing /prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures.

Participate in training and research. Maintain professional growth/ethical standards and self-development. Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor student nurses. Relieve the Operational Manager Nurse. Exercise control over discipline, grievance and all labour relations issues as well as management of absenteeism.

- ENQUIRIES** : Ms I.M.F. Buthelezi Tel No: (033) 444 1707
- APPLICATIONS** : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 OR Hand Deliver OR courier your application
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.
- CLOSING DATE** : 23 June 2023
- POST 19/164** : **PROFESSIONAL NURSE (SPECIALTY-ADVANCED MIDWIFE) REF NO: UNTU 21/2023 (X1 POST)**
Component: Nursing
Re-Advertised
- SALARY** : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional) 8% rural allowance, Housing Allowance (Employee must meet prescribed requirement)
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : **Grade 1:** National Senior Certificate Diploma/Degree in General nursing, plus 1 year post basic qualification in advanced midwife. Registration with SANC as a General Nurse and advanced midwifery. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** A minimum of 14 appropriate/recognizable nursing experience after registration as General Nurse with SANC of which 10 years must be appropriate/recognizable experience in speciality after obtaining one year post basic qualification in the relevant speciality. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Demonstration understanding of nursing legislation of nursing and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills.

DUTIES

Team building and supervisory skills. Demonstrate knowledge of health related acts and legal prescripts. Knowledge of covid19 protocols.

: Provide comprehensive quality nursing care to patients/ clients in speciality units in a cost-effective and efficient manner. Assist in planning organising and monitoring of objectives of the specialized unit. Manage all resources within the units effectively and efficiently to ensure optimum service delivery. conduct ESMOE and HBB drills. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and recognize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisor and other clinicians including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts/legislation. Participate in the analysis and formulation of nursing policies and procedure. Assist in EPMDS evaluation of staff within the unit and give guidance. Order, monitor and control levels of consumables. Provide a safe therapeutic and hygienic environment. Work effectively and amicably at supervisory level with persons of diverse intellectual cultural racial or religious differences. Demonstrate understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient's records. Participate in teaching of staff and mothers/relatives and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings and implement actions plans. Ensure that MNCWH and MBFHI programmes are properly implemented. Conduct audits and implement quality improvement programmes. Uphold the Batho Pele Principles and Patient Rights Charter. Exercise control over discipline grievances and Labour Relation issues according to the laid down.

ENQUIRIES
APPLICATIONS

: Ms I.M.F. Buthelezi Tel No: (033) 444 1707

: should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 OR Hand Deliver OR courier your application

NOTE

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

CLOSING DATE : 23 June 2023

POST 19/165 : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY STREAM) REF NO: PMMH/SPEC/CCU/01/2023 (X1 POST)**

SALARY : Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque, Medical Aid (Optional), In-hospital Area Allowance (8% of Basic Salary)

CENTRE REQUIREMENTS : Prince Mshiyeni Memorial Hospital
: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Critical Care Nursing with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with the SANC (2023). Only Shortlisted candidates will be required to submit proof of current registration with SANC (2023). Experience: **Grade 1:** a minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** 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/ recognizable experience in the specific specialty (i.e. Critical Care) after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. 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, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES APPLICATIONS : Ms N.P Ngaleka Tel No: (031) 907 8133
: to be forwarded to: The Human Resource Manager, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand deliver to A-Block 2nd Floor white application box.

FOR ATTENTION NOTE : Mr. M.F Mlambo
: Directions to Candidates: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z83. No registered mail and faxed applications will be considered. All employees in the Public Service that are presently on the same salary scale, but on a notch/ package above as that of the advertised post are free to apply. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only.

If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department). (Persons with disabilities, the African Male, Coloured Male, Indian Male and White Female/Male are encouraged to apply for the post).

- CLOSING DATE** : 19 June 2023
- POST 19/166** : **PROFESSIONAL NURSE: SPECIALTY (MATERNITY) REF NO: EGUM 06/2022**
Re-advertisement
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Registration certificate from SANC as Professional Nurse and Advance Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council as a General Nurse, and Advanced Midwife (SANC Receipt for 2023). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing with Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience in the specific speciality after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communications skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/organizing and ability to function as part of the team.
- DUTIES** : Monitoring of patients in labour and conducting deliveries. Implement standards, practices, criteria and indicators for improving quality nursing care. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Utilize human, material and physical resources efficiently and effectively. Conduct ESMOE and HBB Drills. Implement National Core Standards guidelines and Standard Operational Plans. Implement strategies and standard operational plans for Infection Prevention and Control. Monitor and report Patient safety incidents e.g. needle stick injuries, patient complaints etc. assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to resolve problems. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, PPIP, KINC etc. Attend perinatal mortality review meetings.
- ENQUIRIES** : Mr. MJ Mbali Tel No: (039) 797 8100
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506,

Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION NOTE

: Human Resource Department
 : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals of qualifications, Identity document and proof of registration for related council when required in the advert. Faxed and emailed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

CLOSING DATE

: 26 June 2023 @ 16H00 afternoon

POST 19/167

: **PROFESSIONAL NURSE (SPECIALTY- MATERNITY) ADVANCE MIDWIFERY REF NO: MOS/PN/AM/02/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance, (Employee must meet the prescribed requirements). Rural allowance 12%

CENTRE REQUIREMENTS

: Mosvold District Hospital
 : Grade 1: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in general nursing and Midwifery. A Post Basic qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC as a General Nurse and Midwifery. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) {Only when shortlisted}. Knowledge, Skills and Competencies Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act off 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.

DUTIES

: Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by uploading

the principles of Batho Pele and the standards sets by the accreditation process, Ensure proper utilization of the resources and exercise care of the Government Property and HR. Compile and analyze monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality, To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

- ENQUIRIES** : Mr. NA. Ndrazi (Acting Nursing Manager) Tel No: (035) 591 0122
- APPLICATIONS** : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
- FOR ATTENTION** : Mr. SS. Langa
- NOTE** : Directions to Candidates: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will results to your application being disqualified. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 20 June 2023
- POST 19/168** : **PROFESSIONAL NURSE (SPECIALTY) ADVANCE MIDWIFERY REF NO: EMA/PN/AM/01/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance, (Employee must meet the prescribed requirements). Rural allowance 12%
- CENTRE REQUIREMENTS** : Emanyiseni Clinic
- Grade 1: Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in general nursing and Midwifery. A Post Basic qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC as a General Nurse and Midwifery. Experience: Grade 1: A minimum of 4 years appropriate/

recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) {Only when shortlisted}. Knowledge, Skills and Competencies Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act off 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.

DUTIES

: Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by uploading the principles of Batho Pele and the standards sets by the accreditation process, Ensure proper utilization of the resources and exercise care of the Government Property and HR. Compile and analyze monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality, To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

ENQUIRIES

: Mr. NA. Ndlazi (Acting Nursing Manager) Tel No: (035) 591 0122

APPLICATIONS

: Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968

FOR ATTENTION

: Mr. SS. Langa

NOTE

: Directions to Candidates: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous

experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 20 June 2023
- POST 19/169** : **ASSISTANT DIRECTOR: HRM REF NO: CATO013 /2023 (X1 POST)**
- SALARY** : R424 101 per annum. Other Benefits: 13th cheque, Medical Aid (optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Cato Manor CHC and Attached Clinics
Senior Certificate or equivalent qualification Plus Bachelor's Degree or Diploma in Human Resource Management/ Personnel Management/ Human Resource Development or Public Management. A minimum of five years operational experience in Human Resource of Which three years of that must be supervisory experience in Human Resource. Valid Driver's license. Computer Literacy. Confirmation of current and previous experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act, Public Service Regulations and Prescripts, Knowledge of PERSAL system, Knowledge of basic principles of HR Management. Ability to interpret and apply policies, acts, ability to comprehend Human Resource issues. Interpersonal relations, innovation and communication skills. Financial Management, Change Management, Decision making, time management, facilitation skill, risk management and good interpersonal relation skills. Computer literacy.
- DUTIES** : Provide strategic leadership of human resource management for the facility. Manage all Human Resource components, i.e. Human Resource Practices, Human Resource Planning and Development, Staff Relations and Employee Wellness and ensure the provision efficient and effective services are provided. Monitor and evaluate human resource activities. Ensure quality development of HRMS in line with norms and standards for CHC Ideal Clinic Realization and Maintenance Programme. Monitor human resource records and documents management system. Manage the payroll programme. Ensure the timely and efficient compensation of employees. Manage recruitment, selection and verification processes. Monitor and evaluate the effectiveness Human Resource Provisioning and Practices. Ensure the co-ordination of Institutional Management Labour Committee Meetings (IMLC). Ensure training of staff on labour relations. Create awareness of labour relations within the institution. Ensure compliance with grievance and disciplinary procedures. Coordination of conciliation, mediation and arbitration proceedings. Ensure that misconduct cases in the institution are dealt with timeously. Monitor and evaluate the effectiveness of the Employee Wellness. Ensure co-ordination of Institutional Employee Health and Wellness Committee Meetings (IEHWCM). Ensure training of staff on Employee Health and Wellness Programme. Create awareness of Employee Health and Wellness Programme within the institution. Ensure implementation of Employee Health and Wellness Programme, Occupational Health and Employee Assistance programme. Provide leadership for management processes for the alignment of organizational, and post establishment structures in line with emerging service delivery demands as well as the imperatives set in the Annual Performance Plan for the facility or the district office. Serve in the transformation Plans of the department or the facility such budget allocations as well as standard and workload statistics. Conduct staff satisfaction surveys and exit interviews. Oversee the effective implementation of the Human Resource Management policy imperatives and ensure consistency in the application. Develop strategist aimed at improving service delivery. Ensure and facilitate the consolidation of HR Plan for the facility. Provide early warnings and develop innovative solutions to overcome identified problem areas.
- ENQUIRIES** : Mrs. M Baqwa Acting CEO Cato Manor CHC Tel No: (031) 261 1581/ 031 061 4260
- APPLICATIONS** : all applications should be forwarded to: Hand delivery: The HR Manager EThekwini District Office, 85 King Cetshwayo Highway Mayville, Durban, 4000 or Posted The HR Manager, EThekwini District Office, Private Bag X54318, Durban, 4000.
- NOTE** : Applications must be submitted on the NEW prescribed Application for Employment form (Z83) which must be originally signed and dated. Applications received on the incorrect Z83 will not be considered. All required

information on the Z83 must be provided. Detailed Curriculum Vitae must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission only from shortlisted candidates. The Reference Number must be indicated in the column (Part A) provided on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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. Applicants in possession of a foreign qualification if shortlisted will have to provide an evaluation certificate from the South African Qualifications Authority (SAQA). Non- RSA Citizens/Permanent Residents/ Work Permit holders if shortlisted will be required to provide documentary proof. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 19 June 2023
- POST 19/170** : **SENIOR HUMAN RESOURCE PRACTITIONER {LABOUR RELATIONS}**
REF NO: MOS/SHRP/01/2023
- SALARY** : R359 517 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional) and Housing Allowance, (Employee must meet the prescribed requirements)
- CENTRE** : Mosvold District Hospital
- REQUIREMENTS** : Senior Certificate/ Standard 10/ Grade 12. An appropriate Degree/Diploma in Human Science/ Human Resource Management/ Public Management. 3-5 years' experience in Staff/ Labour Relations Component. Proof of previous current experience endorsed and stamped by Human Resource Department (Certificate of Service) (only when shortlisted). Recommendations: Valid driver's licence. PERSAL Certificate. Knowledge, Skills and Competencies Required: Broad knowledge and understanding of Human Resource Management legislation i.e. Labour Relations Act, Basic Condition of Employment Act, Grievance and Disciplinary Procedure ECT. Problem Solving Skill, Decision Making, Human Relations and Communication Skills. Investigation and Presiding Skills. Broad Knowledge and PERSAL System.
- DUTIES** : Manage the functioning of staff Relations Section in order to ensure the provision of high quality service. Promote and maintain sound staff relations within the Institution and ensure adherence to Labour Relations Act, Basic Condition of Employment Act and other related legislative prescript. Attend to all Grievance, Disciplinary and misconduct cases in terms of laid down policies and procedures. Prepare reports for Staff Relations issues. Promote orderly collective bargaining within the Institution. Investigate and preside when need arises. Collect and analyse statistics in respect of Labour Related matters. Provide efficient conflict management resolution. Approval of transaction on PERSAL. Manage the development, motivation and utilization of human resource of the discipline to ensure competence knowledge based for the continued success of technical service according to organizational need and requirements. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking action to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Mr. SS. Langa (Assistant Director: HRM) Tel No: (035) 591 0122
- APPLICATIONS** : Should be forwarded to: The Assistant Director: HRM, Mosvold Hospital, Private Bag X2211, Ingwavuma, 3968
- FOR ATTENTION** : Mr. SS. Langa
- NOTE** : Directions to Candidates: The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full, failure to do may result in may result in disqualification. Detailed Curriculum Vitae (CV), Information such as Education qualification, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the (CV). applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents

will be requested from shortlisted candidates only. The reference number must be indicated in the column provided on the form Z83 as per job advertisement e.g. MOS/01/22. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must bring an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications {Only when shortlisted}. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof {only those that are shortlisted}. All employees in the Public Service that are presently on the same salary level but on a notch/package, Above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the above instructions will result to your application being disqualified. Due to financial constraints S&T Claims will not be considered. Those that applied must fill free to re-apply. The Employment Equity Target for this post is an African Male.

- CLOSING DATE** : 20 June 2023
- POST 19/171** : **ENVIROMENTAL HEALTH PRACTITIONER: WASTE MANAGEMENT REF NO: UNTU 22/2023**
- SALARY** : R359 517 - R420 402 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 National Diploma in Environmental Health Registration with HPCSA as a Health Practitioner. Current Registration with HPCSA (2023) as an Environmental Health Practitioner. One Year Community Service. Valid Code EB driver's license. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Bill of Rights. Occupational Health and Safety Act KwaZulu-Natal Health Act. National Health Act. Batho Pele. Conflict Management. Organizational Influencing. Computer Literacy E.G. MS Office suite. Relationship management.
- DUTIES** : Manage health care waste (including its budgets) for the entire catchment of the institution including waste from clinics, ERMS bases and medico-legal mortuaries linked to the respective institution. Ensure that all HCRW is weighed and recorded. Ensure that all HRCW has a tracking system. Keep proper records and a waste manifest for all HRCW streams. Establish and coordinate all activities of all institutional waste management committee including implementing committee resolution and liaise with institutional management and district office on all such activities. Report to Institutional Management on the status of HCRW management. Report to District Management on the status of HCRW. Ensure the implementation of all waste management principal, policies legislation and standards. Enforce compliance to waste segregation, containerization, storage and transportation, Enforce compliance to all HCRW norms and standards. Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implantation, Submit waste management to institutional management for approval, Submit waste management plans to district management for approval, Oversee and train all staff involved in waste management activities. Identify training needs and conduct in-service training as required.
- ENQUIRIES** : Mr L.R. Dlamini Tel No: (033) 444 1707
- APPLICATIONS** : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or Hand Deliver OR courier your application
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the

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

- CLOSING DATE** : 23 June 2023
- POST 19/172** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: UNTU 23/2023**
- SALARY** : R359 517 - R420 402 per annum (Level 08). Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** :
 : Untunjambili Hospital
 : Senior Certificate/Grade 12. National Diploma in Public Management/ Administration. 3 To 5 Years' experience in a systems environment. Valid Code EB driver's license. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Good knowledge and understanding of Labour Relations, Disciplinary and Grievance procedures. Sound knowledge of negotiations, inter-personal, problem solving and team building skills. Good planning, organizing, implementing, evaluation and time management skills. Budget Control. Computer Literacy-MS Word and Excel.
- DUTIES** : Manage the following areas ensuring optimal usage and cost effectiveness: Laundry services. Telecommunications. Registry. Patient Administration. Catering services. Information Technology. Security Services. Housekeeping and cleaning services. Gardening and grounds services. Mortuary services. Transport services. Training and development of staff to deliver efficient services Exercise budget and expenditure control. Ensure compliance with institution's rules regulations. Implement, monitor and evaluate staff performance management in the various departments under your control. Ensure disaster management and contingency plans are in place. Monitor and advise contactors in order to deliver quality services.
- ENQUIRIES APPLICATIONS** : Mr L.R. Dlamini Tel No: (033) 444 1707
 : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 OR Hand Deliver OR courier your application
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of

Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 23 June 2023
- POST 19/173** : **HEALTH AND SAFETY OFFICER REF NO: UNTU 24/2023**
- SALARY** : R359 517 - R420 402 per annum (Level 08). Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 National Diploma in Environmental Health or Safety Management. A minimum of 3 to 5 years' experience in Safety Management. Recommendations: Valid Code EB driver's license. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of relevant legislations pertaining to Occupational Health Safety. Identification, control, elimination and monitoring of hazards. Health education and administration of the services. Knowledge of computer literacy. Accident investigation. Disaster management.
- DUTIES** : Identification of potential situation that could lead to injury/disability/death of staff member/visitor. Proper damage or loss, internal disaster, medico-legal claim and reporting thereof to the Occupational health and safety manager. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for health and safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of the health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the occupational health and safety Act, 85 of 1993. Assisting the occupational health and safety manager in ensuring that building, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the occupational health and safety Act, 85 of 1993 and its regulation. Organize and record the Disaster drills. Ensure that all employees and service providers within the hospital complies with the required safety protocols.
- ENQUIRIES** : Mrs L.A Mkhize Tel No: (033) 444 1707
- APPLICATIONS** : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or Hand Deliver OR courier your application
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance

(vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 23 June 2023
- POST 19/174** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: MBO 27/2023 (X1 POST)**
- SALARY** : R359 517 - R420 402 per annum. Other Benefits: 13th Cheque, Home Owners Allowance (employee must meet prescribed requirements). Medical Aid (optional)
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
 Senior Certificate (Grade 12) or equivalent qualification, National Diploma/Degree in Public Management/Administration. 3-5 year appropriate experience as a Supervisor in Systems Management Components. Confirmation of previous and current work experience written by Supervisor. Only shortlisted candidates will be required to submit proof of current and previous work experience endorsed by HR (Certificate of service). Recommendations: Valid Code 08/EB Driver's license. Computer literacy (only shortlisted candidates will be required to submit proof must be attached). Knowledge, Skills and Competencies: Human resources management skills. Financial management skills. Risk management skills. Conflict management. Project management. Organizational skills. Strong leadership qualities, good decision making, communication skills and problem solving skills. Ability to work under pressure and meet deadlines. Excellent customer care and interpersonal team building skills. Must be driven, courteous enthusiastic and demonstrate a high level of efficiency. Must be able to promote, practice and maintain patient confidentiality. Good report writing and interpersonal skills. Have a high level of planning and organizational skills. Attended Registry and Records Management course.
- DUTIES** : Maintain the overall control of record and registry management, telecommunication, transport services, catering services, laundry services, messenger's services, pottering services, mortuary services, staff accommodation, typing services, cleaning and ground services, security services, it services, garden and grounds and admitting section. Check mortuary register regularly to ensure proper maintenance. Ensure that secretarial services are provided at management meetings. Provide to management and heads of sections on matter relating to administrative support services. Maintain adequate availability and efficient utilization of staff in all sub-sections. Provision of staff accommodation. Serve as the member of relevant institutional Multidisciplinary Committees. Deputizing as the Systems Head in the absence of the Systems Manager.
- ENQUIRIES** : Mr EB Nyele (Assistant Director: Facilities Management) Tel No: (035) 476 6242/Ext 1014

- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3820 or Hand Delivered to: Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi
- 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 - most recent one) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 19 June 2023
- POST 19/175** : **ARTISAN FOREMAN (ELECTRICAL) OR MECHANICAL REF NO: MBO 29/2023 (X1 POST)**
- SALARY** : R344 811 per annum. Other Benefits: 13th Cheque, Home Allowance (employee must meet prescribed requirements), Medical Aid (optional).
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Grade 12 or Equivalent qualification, Trade test certificate in Electrical/Mechanical as per terms of section 13(2) of the Manpower Training Act 1998, as amended. 3 year working experience. Valid Code 08 Driver Licence. Computer literacy. Confirmation of previous and current work experience written by Supervisor. Only shortlisted candidates will be required to submit proof of current and previous work experience endorsed by HR (Certificate of service). Recommendations: Understanding of the hospital setup. Knowledge, Skills and Competencies: 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. Team work and creativity.
- DUTIES** : Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that planned and unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc, and for improvement of existing services. Undertake technical and other such investigations as required by Chief Artisan/Maintenance Manager. Assume overall control and responsibility for the supervision and guidance of all subordinates in the Electrical Division. Be responsible to ensure cleaning of work place/ workshop is carried out properly. Exercise control of tradesman aid and handyman and artisans. Exercise control over equipment /tools and keep in good working order. Keep up to date and current equipment register. Be responsible for material issued and completed job. Always adhere to safe working practice (in according to Occupational Health and Safety Act 85 of 1993). Attend safety and practical orientated training courses and lectures. Perform stand-by duties and after-hours calls-outs. These duties can at times can include the duties associated with other trades such as fitter, plumber and carpenter. Working overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health care clinic to perform maintenance duties when required. Conduct institution walkabout with other institutional managers. Deputize as the section head in the absence of Chief Artisan.
- ENQUIRIES** : Mr EB Nyele (Assistant Director: Facilities Management) Tel No: (035) 476 6242/ Ext 1014

- APPLICATIONS** : All applications should be forwarded to: The Human Resources Manager, Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3820 or Hand Delivered to: Mbongolwane District Hospital, Mbongolwane Reserve, Umlalazi
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 19 June 2023
- POST 19/176** : **SOCIAL WORKER GRADE 1 REF NO: THH 01/2023 (X1 POST)**
Directorate: Social Work
- SALARY** : R294 441 - R338 712 per annum, (plus 13th Cheque, Medical Aid (Optional), Housing Allowance, etc. (Employee must meet the prescribed requirements)
- CENTRE** : Pietermaritzburg (Town Hill Hospital)
- REQUIREMENTS** : Senior certificate or equivalent, Degree / National Diploma in Social work; and Current registration with SACSSP, Minimum of 2 years appropriate exposes working with psychiatric patients, Computer literacy and Driver's license. Recommendations: Knowledge of working with children and adolescents will be an added advantage.
- DUTIES** : To provide high quality social services according to patients needs and to provide the patient with factual information on social services, Provision of mental health groups and individual therapy within allocated wards and as per the expectation of the respective multi-disciplinary team, Execute all clinical procedures and programs competently utilizing available resources effectively and efficiently, Active involvement in creation and implementation of Psychosocial Rehabilitation programs and activities, Supervise allocated students according to the agreement with tertiary institution and contribute to related training activities, Compile reports and memos and required within the ambit of the delegation and environment, To participate and contribute to the overall wellbeing of the patient in the multi-disciplinary team effort in treatment and psychosocial rehabilitation of the patient, To maintain ongoing Continuous Professional Development programs, To maintain clinical profiles on individual patients, Manage allocated human resources according to regulations of the department, public service and Health Professions Council of South Africa, To promote Batho Pele principles in the execution of duties for effective service delivery.
- ENQUIRIES** : Mrs. Z Mthembu Tel No: (033) 341 5645
- APPLICATIONS** : To be forwarded to: Town Hill Hospital, P.O. Box 400, Pietermaritzburg, 3200
- FOR ATTENTION** : Mr. E.S. Mgwaba, Assistant Director: HRM
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only. (Previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. The communication from HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following

communication from HR. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note: Due to financial constraints, there will be no payment of S&T claims. Please Note: First preference will be given to African Male

- CLOSING DATE** : 19 June 2023
- POST 16/177** : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: UNTU 25/2023**
- SALARY** : R294 321 - R334 194 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Untunjambili Hospital
 : Senior Certificate/Grade 12. A minimum of 3 to 5 years' experience in Human Resource Practices. Recommendations: Valid Code EB driver's license. Computer literacy e.g. MS Office. PERSAL Certificates Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Registry duties. Capturing of data. Operate computer. Legislative framework governing the Public Service. Working procedures in terms of the working environment. Understanding of Registry. Computer. Planning and organizing. Language, Good Verbal and written communication skills.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of Human Resource administration practices. Recruitment and selection (advertisement, appointments, transfers, verification of qualifications, secretarial functions at interview, absorptions, probationary periods etc.). Implement conditions of service and service benefit (leave, housing, medical aid, injury on duty, long service recognition, overtime and relocations). Pension, Allowances, PILIR etc. Performance Management, Termination of service (indicate steps). Recommend (Approve) transactions on PERSAL according to delegations (higher authorization should happen on a higher level preferable AD Higher level). Prepare reports on Human Resource Administration issues and enquiries. Supervise Human Resource staff. Allocate and ensure quality of work personnel development, assess staff performance and apply discipline.
- ENQUIRIES APPLICATIONS** : Mrs L.A Mkhize Tel No: (033) 444 1707
 : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 OR Hand Deliver OR courier your application
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures,

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

- CLOSING DATE** : 23 June 2023
- POST 19/178** : **ADMINISTRATION CLERK SUPERVISOR (LEVEL) REF NO: UNTU 26/2023**
- SALARY** : R294 321 - R334 194 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Untunjambili Hospital
 : Senior Certificate. /Grade 12. 3 to 5 Clerical/Administrative experience in Patient Records Administration of Health Facility. Recommendations: License Code 08(EB) OR Code 10. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Possess knowledge of the functions and regulations applicable to the area of operation. Applicable Public service policies, legislations and procedures including but not limited to Batho Pele Principles, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, and Public Finance Management Act. Be computer literate with proficiency in Ms Word, Excel, Outlook and PowerPoint applications and knowledge of IT equipment operation e.g., including printer, copier, facsimile, scanner and data-projects. Information and record management, including collection, collation and dissemination of data/statistics. Have report writing skills. Have advance written communication, verbal and non-verbal skills. Have good financial management, time management, team building and organisational skills. Excellent analytical and problem solving skills. Have good telephone etiquette and peoples skills. Have sound organisational skills and able to operate independently to act with tact and discretion. Be willing to work shifts whenever it is required.
- DUTIES** : Ensure maintenance, storing and retrieving of all manual and electronic medical records within the facility's patient records department in accordance with applicable policies and guidelines designed to facilitate effective and efficient handling of records. Ensure mortuary department within the hospital complies with recommended standards for Mortuary facilities and Departmental policy directives. Ensure effective and efficient Porter messenger services. Design and ensure implementation of records retention and disposal schedules, also give advice on policies and records classification system. Facilitates the development of the structure of health information management system that is easily accessible, organized, protects patients confidentiality and compliant to policy directives and procedures. Effectively manage all resources allocated to the component. Ensure that patients information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Ensure the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Ensure Proper Management of MVA Patients files and submission of claims to utilizing relevant MVA hotline Summary sheet. Ensure revenue generation as per fees manual. Manage human resourcing by ensuring staff supervision, conduct employee's performance reviews, labour relations and compile reports.
- ENQUIRIES APPLICATIONS** : Mr L.R. Dlamini Tel No: (033) 444 1707
 : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 OR Hand Deliver OR courier your application

- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.
- CLOSING DATE** : 23 June 2023
- POST 19/179** : **HUMAN RESOURCE PRACTITIONER (HRD & PLANNING) REF NO: NDW/HRD/14/2023**
- SALARY** : R294 321 per annum (Level 07). Other Benefits: 13th cheque/Service Bonus, Housing allowance, medical aid is optional (employee must meet prescribed requirements)
- CENTRE** : Ndwedwe CHC
- REQUIREMENTS** : Senior Certificate (Grade 12)/ standard 10. Degree/Diploma in Human Resource Management / Public Management. 3 – 5 years appropriate experience in Human Resource Development. Recommendation: Possession of drivers licence code 8(B) or 10 (C1). PERSAL Introduction certificate. Knowledge, Skills and Competencies Required: Knowledge and understanding of Human Resource Management with emphasis on Human Resource Planning and Development. In-dept knowledge of all relevant legislations, prescripts, policies, procedures and white paper in Human Resource Management. 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 application.
- DUTIES** : Develop, implement and evaluate the Human Resource Plan, Employment Equity Plan and workplace skills. Coordinate and monitor the implementation of the Human Resource Development Strategies (HRD) and projects in the institution: Internship, Bursaries, workplace integrated learning, learnership. Conduct trainings and manage training needs analysis. Manage the functioning of HRD and planning component within the institution in order to ensure the provisions of high quality services. Develop and maintain a database for HRD training programmes. Compile in-service training plan for the entire institution and monitor implementation. Develop and maintain a database for grade progression. Facilitated the development, implementation, monitoring and reviewing of skills development and leadership programmes. Manage and monitor the implementation of EPMDS for all staff in the institution. Coordinate & facilitate in the orientation and induction of employees.

		Coordinate & monitor the development of Employment Equity Plan & HR Plan. Prepare and submit monthly, quarterly and annual training reports. Facilitate the logistics for institution Health education and development committee meetings (IHETDC) and other meetings pertaining the scope of work.
<u>ENQUIRIES</u>	:	Mr EM Khumalo Tel No: (032) 532 3048/50
<u>APPLICATIONS</u>	:	All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342
<u>FOR ATTENTION</u>	:	HR Manager Tel No: (032) 532 3050
<u>NOTE</u>	:	Directions to Candidates 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. Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply. "NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	23 June 2023
<u>POST 19/180</u>	:	<u>PROFESIONAL NURSE (WITH MIDWIFE) REF NO: THAF/PN/08/2023</u>
<u>SALARY</u>	:	R293 670 - R337 860 per annum. Plus 8% Rural Allowance. Other Benefits: Home owner allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional) Inhospitable Area Allowance (8% of Basic salary), Housing Allowance (employee must meet prescribed requirements
<u>CENTRE</u>	:	Thafamasi Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 Certificate. Degree /Diploma in General Nursing Science and Midwifery plus 1 year post basic Neonatal Sciences (advance Midwifery). Registration with SANC as a General Nurse, Midwife and Neonatal Sciences. A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC as a professional Nurse & Neonatal Sciences. Recommendation: NIMART Training. Knowledge, Skills and Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patients Right Charter. Knowledge of Code of Conduct and labour relations. Good communication and interpersonal skills. Decision making and problem solving. Good communication and interpersonal skill. Decision making and problem solving. Basic Financial management.
<u>DUTIES</u>	:	Implement activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement woman'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 facility. Manage the utilization and supervision of the resources. Ensure that there is proper management and integration of HAST programmes within the maternity unit of the facility. Coordinate the provision of effective training and research, focusing on the programmes within the maternity. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standard, quality and clinical audits. Instil 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 Standard (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 : Mrs NS Langa Tel No: (032) 532 3048/50

APPLICATIONS : All applicants should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag X528, Ndwedwe, 4342

FOR ATTENTION : HR Manager Tel No: (032) 532 3050

NOTE : Directions to Candidates 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. Applicants are requested not to submit copies/ attachment/proof /certificates /ID/Drivers licence / Qualifications, only the shortlisted candidates will be required to submit certified documents on or before the date of the interview. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. 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 Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (SIPC). Due to the large number of applications we envisage to receive, applications will not be Acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department). "People with disabilities should feel free to apply."NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE : 23 June 2023

POST 19/181 : **FINANCE CLERK SUPERVISOR (BUDGET & EXPENDITURE) REF NO: UNTU 09/2023 (X1 POST)**
Component: Finance
Re-Advertised

SALARY : R241 485 - R255 306 per annum (Level 07). Other Benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owner's allowance (Employee must meet the prescribed requirements)

CENTRE : Untunjambili Hospital

REQUIREMENTS : Matric/ senior certificate/grade 12. A minimum of 3-5 years' experience of clerical /administration in Finance Component {Budget & Expenditure}. Recommendations: A valid driver's licence (code 8/10). Computer literacy: MS Office Software Applications & MS Outlook. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted.

DUTIES : Monitor expenditure and report thereon to the Cash Flow Committee. Monitor and analyse spending trends within the institution and ensure corrective measures. Ensure payment made within 30 days of invoice received. Conduct inspection, identify high risk areas and deviation, draw regular reports and facilitate corrective action with a view to mitigate financial risk. Draw, analyse and present financial reports (BAS and Vulindlela) reports and submit findings to Management. Manage and control all face value books used within the institution. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Authorize commitments, payments, receipts and journals on BAS. Manage suspense accounts and maintain debt file. Consolidate and submit financial reports on monthly and quarterly basis. Conduct internal auditing and risk management activities. Supervise, train and develop staff in line with EPMSD and segregation of duties in order to improve service delivery.

ENQUIRIES : Ms. M.C Jange Tel No: (033)444 1707

APPLICATIONS : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or Hand Deliver OR courier your application

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the

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

- CLOSING DATE** : 23 June 2023
- POST 19/182** : **LAUNDRY MANAGER REF NO: UNTU 27/2023**
- SALARY** : R241 485 - R255 306 per annum (Level 07). Other Benefits: 13th Cheque / Service Bonus, Medical Aid Optional, Home Owner's allowance (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** :
 : Untunjambili Hospital
 : Senior Certificate/ Grade 12. A minimum of 1 to 2 years clerical and laundry Experience. Recommendations: A Valid Driver's Licence Code 8/10. Knowledge, Skills, Attributes and Abilities: Knowledge of the functions and regulations applicable to the laundry/linen management; applicable public service policies, legislations and procedures. Knowledge of office procedures, laundry practices, report writing and staff supervising. Have excellent written communication and language skills. Have good telephone etiquette and peoples skills. Have sound organizational skills and ability to act with tact and discretion. Have a high level of reliability. Have the ability to prioritize issues and other work related matters and adhere to timeframes. Be able to operate independently. Be computer literate with proficiency in MS Word, Excel Outlook and PowerPoint applications. Be willing to work extra hours.
- DUTIES** : To control the activities within each specific functional areas of the laundry factory in order to ensure that service relating to that function are rendered efficiently. Supervise laundry and linen operational processes. Supervise & Operate machinery and equipment; Supervise personnel, HR and general administration; Supervise maintenance of equipment; monitor quality control, dispatch, health and safety; required to work in soiled and clean areas of the laundry. Apply the correct procedures of handling, sorting, washing, sluicing, ironing, pressing, dispatching, counting and storage of linen and maintain hygiene. Perform supervisory duties for manual labour for long hours including weekends, public holidays and perform relief duties within the laundry/linen Management.
- ENQUIRIES APPLICATIONS** : Mr L.R. Dlamini Tel No: (033)444 1707
 : should be forwarded to: Human Resource Manager, Private Bag X216, Kranskop, 3268 or Hand Deliver OR courier your application
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the

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

CLOSING DATE :

23 June 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 :

19 June 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 Vitae. 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.

OTHER POST

- POST 19/183** : **MANAGER: COMMUNITY DEVELOPMENT GRADE 1 (X3 POSTS)**
(Re-advertisement – applicants who previously applied for these posts are encouraged to re-apply as previous applications will not be considered for the re-advertised posts)
- SALARY CENTRE** : R878 778 per annum, (all-inclusive remuneration package)
: Harry Gwala Ref No: DSD01/02/2023HG
: uMzinyathi Ref No: DSD02/02/2023UMZI
: uThukela District Ref No: DSD03/02/2023UTHUK
- REQUIREMENTS** : Qualifications: A Bachelor's Degree in Community Development/ Development Studies/ Social Sciences; A minimum of 10 years' 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.
- DUTIES** : 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.
- ENQUIRIES** : s 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

**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.

<u>CLOSING DATE</u>	:	20 June 2023
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za ONLY online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 19/184</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC (REPLACEMENTS) REF NO: MPDOH/JUNE/23/374 (X4 POSTS)</u>
<u>SALARY</u>	:	R627 474 – R724 278 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Mayflower CHC, Arhmborg Clinic (Gert Sibande District), Cork Clinic and Islington Clinic (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023 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 and 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. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

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

POST 19/185 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC (REPLACEMENTS) REF NO: MPDOH/JUNE/23/378 (X4 POSTS)**

SALARY : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Ehlanzeni District:
Kildare Clinic (X1 Post)
Thulamahashe CHC (X2 Posts)
Marite Clinic (X1 Post)

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 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, 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. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 19/186** : **ADMINISTRATIVE OFFICER: MALARIA REF NO: MPDOH/JUNE/23/379**
(Three Year Contract)
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum, (plus service benefits)
: Ehlanzeni District Office
: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Management / Finance or equivalent qualification. Knowledge of PFMA and Treasury Regulations Knowledge of Departmental policies, prescripts and practices. Computer literacy. Good interpersonal and communication skills verbal and written. Budgeting and willing to work under pressure. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. Knowledge of Batho Pele Principles and customer care. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution and organizing skills. A valid driver's licence.
- DUTIES** : Provide administrative support within Malaria Control Programme including the following: Maintain Malaria monthly reports Financial and administration system. Preparing and processing of financial documents including invoices, receipts and bills. Updating and maintaining financial database, financial records and filling of financial documents. Handle all financial processes. Prepare monthly and quarterly reports to comply with DORA. Assist in development of Operational plans, Business Plans and Microplans for Malaria Conditional Grant. Processing the procurement and payment of goods and services. Tracking and monitoring of financial expenditure. Reviewing of financial records, documents and information to ensure accuracy. Logistical arrangements for meetings and workshop including recording minutes of meetings. Capture on LOGIS and draw reports on BAS. Assist in managing Budget inputs and expenditure. Provide support with the management of assets.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za

**PROVINCIAL ADMINISTRATION: 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, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.
- FOR ATTENTION** : Kegomoditswe Makaota
- CLOSING DATE** : 19 June 2023 at 15H30
- 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. 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 not 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. Certificate for Pre-Entry into Senior Management Services (SMS) is a mandatory requirement (SMS Pre-Entry Programme) is offered by the National School of government, 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 19/187** : **DIRECTOR: TRANSPORT TERMINALS REF NO: 04/2023/24**
Chief Directorate: Transport Operations
- SALARY** : R1 162 200 per annum, (remuneration package). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee

		Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Mahikeng
	:	Grade 12 certificate plus a recognised NQF 7 Qualification in Transport Economics /Economics/Aviation Management/ Transport Logistics. Five (5) years of experience at middle senior managerial level in Transport Fraternity. Valid Drivers' License. Knowledge: Knowledge and interpretation of National Transport Policy; National Civil Aviation Policy; National Airport Development Plan; ICAO Annexes; North West Airport Master Plan; National Transport Master Plan; National Freight Logistics Strategy; Civil Aviation Legislation; PFMA; Human Resource Practices; Labour Relation Practices. Skills: Strategic capacity and leadership. Programme and project management. Financial management and service delivery innovation. Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Problem-solving. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.
<u>DUTIES</u>	:	Oversee the implementation of the National Civil Aviation Policies, National Airlift Strategy, National Transport Master Plan, National Transport Policy, National Airport Development Plan, and National Freight Logistics Strategy. Ensure compliance to the South African Civil Aviation Authority and the International Civil Aviation Organisation prescripts in the Provincial airports. Coordinate the development and updates of the Provincial Freight Data Bank Corridor Development Promotion of the use of other modes of transport such as Rail transport. Implementation of the North West Airport Masters plan and other related strategies. Provide strategic Leadership.
<u>ENQUIRIES</u>	:	Ms M. Dayel Tel No: (018) 200 8027
<u>POST 19/188</u>	:	<u>DIRECTOR: COMMUNICATION SERVICES REF NO: 05/2023/24</u> Chief Directorate: Corporate Services
<u>SALARY</u>	:	R1 162 200 per annum, (remuneration package). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Mahikeng
	:	Grade 12 certificate plus a recognised NQF 7 Qualification in Communications/Public Relations/Journalism/Marketing or any related. Five (5) years of experience at Middle Management at Communication environment. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Services Act, Public Services Regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: High level of written and verbal communication with ability to make presentations. Services delivery innovative and management skills. Leadership and administrative skills. High level of proficiency in financial management as well as ability to hold himself/herself accountable. Proven. Computer literacy. Ability to interact professionally and effectively with diverse Stakeholders. Analytic skill and problem solving skills. Have the ability to generate new idea and improve where circumstances require. Problem solving and decision making. Personal Attributes: A creative, Assertive and confident approach. Ample initiative and an independent work ethic, self –motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.
<u>DUTIES</u>	:	Manage, develop and maintain the communications strategy. Develop communication policy and plan of the Department and ensure their effective monitoring and implementation. Ensure effective and integrated coordination of all marketing, branding, media liaison events and promotions in line with Departmental strategies. Contribute to coordinated Government

communication. Participate in the Provincial Communicator's Forum, cluster communication work and other forums aimed at collective planning of Government Communication Programmes. Facilitate regular and direct interaction between the MEC/Department, citizens or stakeholders served by the Department. Manage the production and distribution of publications and other information materials and ensure these reach the targeted audiences. Articulate the policy and strategic positions and programmes of the Department in the media and other communication platforms. Evaluate and monitor implementation of communication policies, strategies and programmes. Effectively manage the programmes financial and human resources.
Dr N. Dikobe Tel No: (018) 200 8022

ENQUIRIES

POST 19/189

DIRECTOR-DISTRICT OPERATIONS REF NO: 06/2023/24 (X2 POSTS)
Chief Directorate: District Coordination and Government Fleet

SALARY

R1 162 200 per annum, (remuneration package). The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE

Ngaka Modiri Molema (Mahikeng)
Dr Ruth Segomotsi Mompoti (Vryburg)

REQUIREMENTS

Grade 12 certificate plus a recognised NQF 7 Qualification in Public Administration/Administration Management or related qualification. Five (5) years of experience at middle senior managerial level in Administration. Valid Drivers' License. Knowledge: Knowledge of Government Communications Regulatory Frameworks. Knowledge of Public Finance Management Act (PFMA). Knowledge of Public Services Act, Public Services Regulations and frameworks. Ability to Conceptualise policy and apply it successfully. Skills: Strategic capacity and leadership. Programme and project management. Financial management and service delivery innovation. Written and verbal communication skills at a high level (report writing, presentation, etc.). Planning and organising. Computer Literacy. Problem-solving. Negotiation. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion. Personal Attributes: A creative, Assertive and confident approach. Ample initiative and an independent work ethic, self –motivated and reliable. Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate. Must have good interpersonal skills and be able to maintain positive interpersonal relations. Ability to work independently and as part of the team. Must be willing to travel and be able to work under pressure. Must be able to manage and empower staff. High level of reliability, ability to act with tact and discretion.

DUTIES

Oversee the District by monitoring law and order for all modes of transport through law enforcement services. Oversee monitoring and oversight of Police Services. Ensure implementation of partnerships strategy to mobilize role players and stakeholders to strengthen service delivery by Police Service. Ensure implementation of Road Safety within the District. Ensure the provision of Government fleet Services. Managing the provision of Transport Operations. Ensure management and controlling operator licenses and permits. Managing the provision of Corporate Management Services within the District. Facilitation of District development model for the Department. Provide strategic Leadership. Manage key areas of personnel.

ENQUIRIES

Dr N. Dikobe Tel No: (018) 200 8022

OTHER POSTS

POST 19/190

DEPUTY DIRECTOR: CRIME PREVENTION PARTNERSHIPS REF NO: 07/2023/24 (X3 POSTS)
Chief Directorate: Provincial Secretariat for Police Service
Directorate: Crime Prevention Partnerships

SALARY

R958 824 per annum, remuneration package. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules.

		The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE</u>	:	Ngaka Modiri Molema Dr Ruth Segomotsi Mompoti Dr Kenneth Kaunda Districts
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Social Sciences/ Community Development or any related equivalent qualification. Five (5) to Ten (10) years' relevant work experience within safety and security environment of which three (3) years must be at Junior Management (Assistant Director Level) level. Valid Code EB (08) Driver's License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy, Knowledge of the SAPS Act, Knowledge of the Civilian Secretariat Act, Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Conflict management skills.
<u>DUTIES</u>	:	Enhance the quality and accessibility of safety programmes. Encourage dialogues on safety and crime prevention. Initiate and coordinate crime prevention programmes. Coordinate the development, implementation and review of Provincial Crime Prevention Strategies. Promote community Police relations. Enhance community safety Structures. Establish and promote public –private partnerships. Promote community participation in crime prevention initiatives. Coordinate the development and evaluation of safety models. Manage key performance responsibilities of the managed.
<u>ENQUIRIES</u>	:	Ms. KF Nchoe Tel No: (018) 200 8096/8097
<u>POST 19/191</u>	:	<u>DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO:08/2023/24</u> Directorate: Provincial Secretariat for Police Service
<u>SALARY</u>	:	R958 824 per annum, remuneration package. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE</u>	:	Mahikeng
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. A recognized appropriate Degree in the Policy and Research fields, and or a Degree in Sociology/Human Developmental Studies/Political Science/Law. Five (5) to Ten (10) years of experience at any work related to Community Development, stake holder coordination, and policy and Research environment as a Researcher or Policy Developer. Three (3) years must be at Junior Management (Assistant Director Level). Valid Code EB (08) Driver's License. Knowledge: Government Legislation, project management, policy Development processes, Research Methodologies, community-level sustainable Development Research and Policy. Monitoring, Evaluation and Analysis exposure/acquired knowledge will be added advantage. Skills: People management; Research and Report writing, Strategic Leadership Qualities, Communication; Conflict Management, Mediation, Evaluation, Monitoring Strategy Development; Review methodologies, Data Analysis and Data packaging; Graphics and presentations; Computer Simulation as a Research tool; Computer Literacy, Development of data spreadsheets.
<u>DUTIES</u>	:	Develop and Review Frameworks/Strategies/Guidelines on all aspects of Policing, Crime Prevention, Community Development and Stakeholders Coordination. Conduct Analysis of all policy and Legislation relevant to crime Prevention, Monitoring and Oversight in the sector. Direct and supervise all subordinates, Development and Manage the unit budget, Monitor implementation of Resources in the Unit. Analyse crime trends, rate of convictions and crime statistics, provide timeous evidence based strategic research and policy advice and legislative support. Facilitate research on policing matters.

<u>ENQUIRIES</u>	:	Ms MC Maleme Tel No: (018) 200 8030/8031
<u>POST 19/192</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE PROJECTS REF NO: 09/2023/24</u> Directorate: Transport Regulations
<u>SALARY</u>	:	R811 560 per annum, remuneration package. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
<u>CENTRE REQUIREMENTS</u>	:	Mahikeng A grade 12 certificate or equivalent plus three (3) years National Diploma / Bachelor's Degree in Built Environment field or any related equivalent qualification. Five (5) to Ten (10) years of experience at any work related to Project Management. Three (3) years must be at Junior Management (Assistant Director level). Certificate in project management recognized by SACPCMP. Compulsory registration with SACPCMP as a professional Construction Project Manager. Valid driver's license. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Strong Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Project Management Skills. Principles and Methodologies. Project and Professional Judgment. Computer-aided Engineering and Project applications. Project design and analysis knowledge. Project operational communication. Process Knowledge and Skills. Maintenance Skills and Knowledge. Mobile equipment operating Skills. Legal and Operational Skill. Legal and Operational Compliance. Research and Development. Creating High Performance Culture. Technical Consulting.
<u>DUTIES</u>	:	Overseer and manage inputs to the design of all departmental infrastructure project. Manage new infrastructure capital projects planning and implementation. Working with the project stakeholders to successfully implement and complete the project. Monitor planned maintenance projects. Setting norms and standards regarding Project Management Services. Controlling of Infrastructure Projects of the Department. Manage financial management of the projects. Assisting project leaders with business case development. Prioritising project in terms of an organisation's overall governance project portfolio processes, Ensuring the links to departmental strategic goals. Manage personnel.
<u>ENQUIRIES</u>	:	Mr Molefi Morule Tel No: (018) 3819104
<u>POST 19/193</u>	:	<u>ASSISTANT DIRECTOR: CRIME PREVENTION REF NO: 10/2023/24</u> Chief Directorate: Provincial Secretariat for Police Service Directorate: Crime Prevention Partnerships
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Ngaka Modiri Molema Districts (X1 Post) Dr Ruth Segomotsi Mompati Districts (X2 Posts) Bojanala Districts (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade (12) certificate or equivalent plus three (3) year National Diploma/ Degree in Social Sciences, Community Development or any related equivalent qualification. Three (3) to Five (5) years' relevant work experience in within Crime Prevention Partnerships or Safety & Security environment of which two (2) years must be at supervisory level. Valid Code EB (08) Driver's License. Knowledge: Knowledge and Understanding of the National Crime Prevention Strategy. Knowledge of the SAPS Act. Knowledge of the Civilian Secretariat Act. Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Safety Management. Public Service Code of Conduct. Skills: Community Mobilisation. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Programme and project management skills. Client orientation and customer focus. Basic research and data analysis skills. Ability to interpret policies. Facilitation and Good presentation skills. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Willingness to travel and work irregular hours. Problem solving skills and decision making. Conflict management skills.

- DUTIES** : Mobilise communities against Crime. Establish and promote public –private partnerships. Promote community police relations. Enhance community safety structures within the districts. Enhance the quality and accessibility of safety programmes. Review and implement Provincial Crime Prevention Strategies. Manage key performance responsibilities of the managed.
- ENQUIRIES** : Ms. KF Nchoe Tel No: (018) 200 8096/8097
- POST 19/194** : **ADMIN OFFICER: CRIME PREVENTION REF NO: 11/2023/24**
Chief Directorate: Provincial Secretariat for Police Service
Directorate: Crime Prevention Partnerships
- SALARY CENTRE** : R294 321 per annum (Level 07)
: Dr Segomotsi Mompati District (X1 Post)
: Bojanala District (X1 Post)
: Dr Kenneth Kaunda Districts District (X1 Post)
- REQUIREMENTS** : Grade 12 Certificate or equivalent and three (3) year National Diploma/Degree in Public Administration /Administration or any related equivalent qualification. Valid Code EB (08) Driver`s License. Knowledge: Knowledge of Public Service Act and Regulations. Understanding of Public Financial Management Act. Knowledge of Public Service Code of Conduct. Knowledge and understanding of basic procurement processes Skills: Administration. Coordination and facilitation. Negotiation and resource mobilization. Interpersonal and Report writing. Good verbal and written communication. Computer literacy (Microsoft, Excel and PowerPoint). Ability to function independently and as a team. Problem solving skills. Conflict management skills.
- DUTIES** : Provide administrative support to the Sub-Directorate. Attend to the Procurement processes for the Sub-Directorate. Manage all allocated resources. Compile minutes and reports. Manage key performance responsibilities of the managed.
- ENQUIRIES** : Ms. KF Nchoe Tel No: (018) 200 8096/8097
- POST 19/195** : **SECRETARY REF NO: 13/2023/24 (X2 POSTS)**
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Dr. Kenneth Kaunda (Klerksdorp)
: Bojanala (Brits)
- REQUIREMENTS** : Grade 12/ Senior Certificate with typing as a subject or any other related training course/qualification that will enable the candidate to perform the work satisfactorily. Zero (0) to one (1) Year relevant experience. Knowledge: Knowledge and experience in executing secretarial duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the secretarial service provided to the manager. Knowledge of Word, Excel and Power point. Language proficiency (written and verbal). Skills: Analytical and innovative thinking ability as well as problem solving skills and interpersonal skills. Computer literacy. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to do research and analyse documents and situations.
- DUTIES** : Provide a secretarial support service to the District. Type routine notes, memos, letters and reports. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Operate office equipment and ensure that they are in a good working order. Record engagements of the Director and assist in the management of his/her diary. Clear the Manager`s desk daily. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationery, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes. Provide a reception, communication and coordination service as well as office security service.
- ENQUIRIES** : Dr N. Dikobe Tel No: (018) 200 8022

- POST 19/196** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON X1 AND RISK MANAGEMENT COMMITTEE MEMBER X1 REF NO: 12/2023/24**
 Directorate: Risk Management
 In terms of section 38 of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations and Public Sector Risk Management Framework, the Department of Community Safety and Transport Management calls for qualified and interested persons to serve on its Risk Management Committee (for a three - year period). Terms of Appointments: A suitable and qualified person will be appointed for a period of three (3) Years. Thereafter, the Accounting officer May renew the period for another term. Please note that this is not a full – time position. The Risk Management Committee schedules four statutory meetings per annum. Additional meetings may be convened as and when necessary.
- SALARY** : The compensation of Risk Management Committee members is done as per the National Treasury’s determination. National Treasury Schedules in this regard are issued annually with specific hourly or daily rates. Other refundable expenses will be based on the Department’s related policies and in line with the National and Provincial Treasury guidelines.
- CENTRE REQUIREMENTS** : Mahikeng
 : Matric plus a National Diploma or Degree in Accounting/ Risk Management/ Business Management/ Financial Management and any related Qualification such as chartered Accountant/ Master of Business/ Certified Internal Audit will be an added advantage. Experience: A person must have more than five years’ Senior Management experience in Auditing/ Finance/ Risk Management. Previous experience of serving in the Risk Management Committees and/ or Audit Committees will be advantageous. Knowledge of the PFMA, Treasury Regulations and the Public Sector Risk Management Framework. Public Sector knowledge will also serve as an added advantage. Competencies: Must be objective and independent. An enquiring and analytical mind-set with good communication and report writing skills. An understanding of the regularity framework within which Provincial Department communication and report writing skills. An understanding of the regulatory framework within which Provincial Departments operate.
- DUTIES** : Assist the Accounting Officer in the effective execution of his/her responsibilities and fulfil Oversight responsibility with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer in building trust and confidence on how the Department is managed, and regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.(e.g. review of the risk management literatures; review of the risk register and other related documents etc.)
- ENQUIRIES** : M.G Mothibedi Tel No: (018) 200 8001/5

PROVINCIAL TREASURY

The North West Provincial Treasury is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. Women, People with Disabilities and Youth are encouraged to apply as the targeted groups as per our employment equity plan. The Employment Equity Plan of the Department will be considered when filling vacant positions. It is our intention to promote representivity.

- APPLICATIONS** : should be forwarded to: The Director: Human Resource Management, North West Provincial Treasury, Private Bag X2060, Mmabatho 2735, 2nd Floor, Garona Building. You can also email your application to ptvacancies@nwpg.gov.za. The maximum limit is 35MB for applications to transmit successfully, otherwise you will have to send more than one email. When you submit through email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Applications should be submitted on time. Applications received after the closing date will not be accepted and considered.
- FOR ATTENTION** : JM Moheta, K Chuma, or N Marengwa
CLOSING DATE : 23 June 2023 at 16h00
NOTE : Applications must quote the relevant reference number and be submitted on the NEW Z83 form, obtainable from any Public Service Department or the DPSA website at <https://www.dpsa.gov.za/newsroom/psvc/> Should an

application be received using the incorrect application for employment (old Z83), it will not be considered. The Z83 must be fully completed and signed and accompanied by a comprehensive/ detailed recent Curriculum Vitae (including full particulars of training, qualifications, certificates, skills, competencies, and knowledge, 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). At least two contactable referees should be provided. (Telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae only. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, and training certificates as well as a driver's license where necessary. This must be submitted on or before the day of the interviews. Non-SA citizens who are shortlisted must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by a SAQA evaluation report on the qualification. 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). It will be expected of candidates to be available for interviews and assessments on the date and time and at a place 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. The Department will conduct reference checks which may include social media profiles of the shortlisted candidates. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract 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 and declare any business they had or are conducting with an Organ of State. It will be required by employees who fall within the designated groups to do financial disclosures to submit such within three months of their appointment. Failure to comply with the above requirements will result in the disqualification of the application. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right to cancel the recruitment process and not fill a position or re-advertise the posts at any time in the future. Correspondence will be limited to short-listed candidates only. Requirements For Senior Management Posts (SL13-16): The requirements for appointments 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 which is an online course, endorsed by DPSA and the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS. The full details can be sourced at 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 at: www.thensg.gov.za. No appointment to an SMS post will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency-based assessments.) The competency assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

MANAGEMENT ECHELON

POST 19/197 : **DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: NWFIN/2023/31**

Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Financial Accounting Services
Sub Directorate: Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum (Level 13), all-inclusive salary package
: Mmabatho
: As a minimum a Bachelor's Degree or Advanced Diploma in Financial Management/ Accounting or equivalent NQF 7 qualification. Ten (10) years' relevant experience in financial management of which 5 years must be on middle management. Qualification as a CA will be an added advantage. SMS Pre-entry certificate is compulsory. Knowledge of GRAP, PFMA, Treasury Regulations and Guidelines, Knowledge of Government accounting, financial statement standards, financial systems, Organizational and Government structures as well as principles of financial accounting and financial planning, budgeting principles, methodologies. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi – task, manage change, adhere to deadlines, drive strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management, risk management and systems management.

DUTIES : To ensure the completion of the Annual Financial Statements (AFS) and Interim Financial Statements (IFS), including the financial sections of the Annual Report. To ensure the submission of all Auditor-General and internal audit requests for financial statement information and prepare/ co-ordinate management responses to audit findings as well as monitoring of the Post Audit Action Plan (PAAP system). To review and recommend journals & oversee and sign off all monthly and quarterly financial reconciliations, including revenue and bank reconciliations, ensuring timeous clearance of exceptions and completeness of revenue processing. To oversee month-end & year-end financial accounting system closure procedures and sign off the Trial Balance. To ensure that all payroll transactions are verified and properly approved/ authorized. To ensure the employer's obligations as prescribed by the Receiver of Revenue (SARS) are met. To ensure the timeous and accurate implementation of Salary adjustments and S&T claims and resolve salary related queries. Provide oversight on the management of debts and other asset and liability control accounts. To manage the provisioning of Departmental Financial systems to ensure monthly system closure by due dates. To ensure the implementation and maintenance of Basic Accounting System (BAS) and Telephone Management support and security measures. Provide support and oversight to ensure the banking needs of the Department are met. Provide strategic advice and guidance on accounting, salary and financial system matters to internal clients and Service Providers.

ENQUIRIES : Ms. A Hassim Tel No: (018) 388 2834

POST 19/198 : **DIRECTOR: BUDGET MANAGEMENT REF NO: NWFIN/2023/36**

Programme: Sustainable Resource Management
Sub Programme: Budget Management
Directorate: Budget Management

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum (Level 13), all-inclusive salary package
: Mmabatho
: As a minimum a Bachelor's Degree or Advanced Diploma in Commerce/ Public Finance/ Economics or equivalent NQF 7 qualification. Ten (10) years' relevant experience in government budgeting of which 5 years must be on middle management. SMS Pre-entry certificate is compulsory. Valid drivers' license is a necessity. Sound analytical, interpretive, and high-level communication skills. A proven track record of the ability to multi - task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills,

problem solving. Organization skills, people management, financial management and systems management. Planning, organization, and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government.

DUTIES : Promote the effective and optimal resource allocation in the provincial administration and public entities through efficient allocation of government priorities. Develop and facilitate the provincial budget process in line with national budgetary processes. Manage the consolidation, preparation and printing of the provincial administration budget (main budget and adjustment budget) for tabling in the Provincial Legislature. Monitor and evaluate the financial and non-financial performance of provincial departments and public entities. Provide strategic advice on budgetary matters to the different stakeholders including the intergovernmental system. Promote and drive budget reforms processes including the capacity building programmes relating to budgetary matters. Manage, co-ordinate and maintain an integrated budget planning process. Provide strategic leadership to internal and external clients including directorates within the division. Provide support and guidance in the implementation of PFMA and Treasury Regulations in all provincial departments and public entities.

ENQUIRIES : Mr. N Sidumo Tel No: (018) 388 2227

OTHER POSTS

POST 19/199 : **DEPUTY DIRECTOR HRD REF NO: NWFIN/2023/28**
 Programme: Administration
 Sub-Programme: Corporate Services
 Directorate: Human Resource Management and Development
 Sub Directorate: Human Resource Development

SALARY CENTRE REQUIREMENTS : R811 560 – R952 485 per annum (Level 11), all-inclusive salary package
 : Mmabatho
 : As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7 will be an added advantage. A minimum of six (6) years relevant experience in a HRD / Training environment of which three (3) years must be on a junior management level. At least 2 years' experience as a Skills Development Facilitator. Experience as a facilitator of CIP (Compulsory Induction Programme) is an advantage. Applicants must have the ability to manage Human Resource Development issues in a changing/ transforming environment. Valid drivers' license is a necessity. Applicants should possess sound and in-depth knowledge of relevant HRD Legislation and prescripts, Ability to work independently and as a team member, good communication skills (verbal and written), Presentation skills, Sound Analytical and Interpretive skills, Policy formulation, People management, Financial Management, Planning, Organization skills as well as sound knowledge of MS Word packages (Excel, Word, and PowerPoint). Planning and organizing; Problem solving and decision making; Team leadership.

DUTIES : Conduct the determination of the Departmental Training needs and skills audit activities. Coordinate the development of the Workplace Skills plan and the implementation thereof. Implement the Developmental Programmes (Internships, Learnerships and AET) in the Department. Oversee the Departmental Bursary programme. Oversee the Departmental Career Guidance programme. Coordinate and/or conduct the Departmental Induction and Orientation programme. Implement and Facilitate the Compulsory Induction Programme (CIP) for new entrants in the Public Service. Develop and/ or review policies aligned to Human Resource Development. Ensure that internal and external queries related to skills development in the Department are timeously handled.

ENQUIRIES : Ms. D Mafulako Tel No: (018) 388 3201

<u>POST 19/200</u>	:	<u>DEPUTY DIRECTOR MACRO ECONOMIC ANALYSIS REF NO: NWFIN/2023/38</u> Programme: Sustainable Resource Management Sub Programme: Economic Analysis Directorate: Macro-Economic Analysis
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 – R952 485 per annum (Level 11), all-inclusive salary package Mmabatho As a minimum a National Diploma or Advance Certificate in Economics or equivalent NQF 6 qualification. A Degree or post graduate qualification on NQF 7/8 will be an added advantage. A minimum of six (6) years relevant experience in an economic analysis environment of which three (3) years must be on a junior management level. A valid driver's license is a necessity. Willingness to travel and work extra hours. Econometric analysis. In depth understanding of the legislative framework that governs the Public Service. Knowledge & application of PFMA. Data analytics and research /econometric modelling (Stata /E-views/ R / SPSS). Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management and Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management. Customer Focus. Communication (verbal & written). Computer Literacy.
<u>DUTIES</u>	:	Analyze macroeconomic variables and their impact on the provincial economy and their relevance for the province for provincial growth and development. Provide advice on provincial fiscal resource optimization. Recommend alternative provincial economic policy proposals and monitor the impact of fiscal policy objectives on selected economic variables. Provide technical assistance in Data Analytics through the use and application of economic analysis tools. Monitor and support capacity development in economic policy analysis.
<u>ENQUIRIES</u>	:	Mr. K Gaobepe Tel No: (018) 388 1777
<u>POST 19/201</u>	:	<u>ASSISTANT DIRECTOR: LEARNERSHIP & INTERNSHIP MANAGEMENT REF NO: NWFIN/2023/29</u> Programme: Administration Sub-Programme: Corporate Services Directorate: Human Resource Management and Development Sub Directorate: Human Resource Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09) Mmabatho As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A minimum of four (4) years' experience in HRD Management, of which two (2) years should be on a supervisory level in the HRD environment. Registration with relevant professional bodies, such as the SABPP and being an Assessor/Moderator would be an added advantage. Working knowledge of government policies, prescripts and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislations and policies in HRD. Project management skills. Policy formulation and interpretation, change and communication skills. Ability to work under pressure. Good administrative and organisation skills including computer literacy.
<u>DUTIES</u>	:	Coordinate the implementation of internship and learnership programs. Coordinate the appointment of learnership and internship including the compilation of their work plans and completion of assessments. Ensure that mentors are appointed and trained and coordinate meetings for both interns and mentors. Compile and coordinate the rotation schedule for the internship program. Coordinate and monitor contact sessions for the learnership program. Assist and provide support to the learners and mentors. Oversee and coordinate training programmes for interns as offered by stakeholders including relevant SETA's. Ensure the proper keeping of interns and learner records. Ensure that applications for Discretionary Grants are compiled and submitted to the applicable SETA. Compile the monthly and quarterly reports to the relevant stakeholders. Management of the office and subordinates.
<u>ENQUIRIES</u>	:	Ms. D Mafulako Tel No: (018) 388 3201

POST 19/202 : **ASSISTANT DIRECTOR: HR ADMINISTRATION REF NO: NWFIN/2023/30**
Programme: Administration
Sub-Programme: Corporate Services
Directorate: Human Resource Management and Development
Sub Directorate: HR Administration and Practices

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Human Resource Management or equivalent NQF 6 qualification. A minimum of four (4) years' experience in a HR Management environment, of which two (2) years should be on a supervisory level in the HR Administration and Practices environment. Registration with relevant professional bodies, such as the SABPP would be an added advantage. The following PERSAL Certificates are compulsory: PERSAL Introduction, Personnel Administration, Leave Management and Establishment Management. Proven, working experience on PERSAL is compulsory. Knowledge of the Public Service Legislations that governs Human Resource Management administration and practices. Good communication and report writing skills; Presentation skills; Computer literacy especially on MS Office package or equivalent packages. Ability to interpret and apply policy. Analytical and innovative thinking skills. Report writing skills. Leadership skills. Conflict Management Skills. Policy formulation. Adaptability during changes to meet the goals. Change/ diversity management. People Management. Planning. Time Management.

DUTIES : Administer the implementation of Conditions of Service of Employees. Administer the implementation of Leave, inclusive of PILIR Management. Administer the implementation of various allowances. Administer the implementation of terminations and pension withdrawals. Administer the implementation of notch amendments/ adjustments. Ensure the safekeeping, maintenance and disposal of personnel records and files (HR Registry). Administer the implementation of the establishment and related functions. Provide HR Statistics and PERSAL reports. Act as Personnel PERSAL Controller. General management of the HR Administration Unit.

ENQUIRIES : Ms. H Venter Tel No: (018) 388 3485

POST 19/203 : **ASSISTANT DIRECTOR: TRANSPORT REF NO: NWFIN/2023/32**
Programme: Administration
Sub-Programme: Financial Management Services
Directorate: Departmental SCM
Sub Directorate: Logistics Management

SALARY : R424 104 - R496 467 per annum (Level 09)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma or Advance Certificate in Administration/ Transport Management/ Logistics Management or equivalent NQF6 qualification. A minimum of four (4) years' experience in Transport Management of which two (2) years should be at a supervisory level. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the public service such as: Public Service Act, Public Service Regulations, Knowledge of National Transport Act and Transport Regulations. Understanding and application of transport circulars. Candidate must be in a possession of a valid driver's license. Ability to interpret and apply policies. Computer Literacy and leadership ability. Good Communication Skills (verbal and written) at all levels in English. Ability to maintain high level of professionalism and reliability. Report writing Skills. Ability to work under pressure, independently and as part of the team. Excellent interpersonal relation skills. Problem solving and analytical skills. Good planning and organising skills. Conflict Management.

DUTIES : Manage Departmental Fleet travel arrangements. Facilitate the maintenance of travel claim records and database for subsidy vehicles Ensure compliance in terms of institutions relevant to Government motor transport including subsidized vehicle Ensure inspection and maintenance of departmental and subsidized vehicles. Ensure compliance in the implementation of the Departmental and Provincial policies. Conduct information sessions on transport policies and directives to employees and relevant stakeholders. Manage the provision of subsidised scheme vehicles and official transport.

		Manage Co-ordinate payment of service providers and compile reports on fleet related matters. Personnel supervision and their performance assessment.
<u>ENQUIRIES</u>	:	Ms. J Mutla Tel No: (018) 388 2582
<u>POST 19/204</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: NWFIN/2023/33</u> Programme: Administration Sub Programme: Financial Management Services Directorate: Supply Chain Management Sub-Directorate: Demand and Acquisition Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09) Mmabatho As a minimum a National Diploma or Advanced Certificate in Supply Chain Management / Logistics / Purchasing / Financial Management or equivalent NQF6 qualification. A minimum of four (4) years' experience in Supply Chain management of which two (2) years should be at a supervisory level. Must be in possession of a valid drivers' licence. Excellent verbal and written communication skills. Sound Analytical / Innovative thinking and Problem-Solving Skills. Computer Literacy. Knowledge of WALKER / BAS and Central Supplier Database. Strong Planning and Co-ordination abilities. Ability to work under pressure and extended hours to meet the deadline dates. Ability to interpret and apply policies. Analytical and innovative thinking. Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment such as PFMA, PPPFA, BBBEE and Treasury Regulations.
<u>DUTIES</u>	:	Conduct total Need Assessment. Manage the Needs Assessment Performance in accordance with the Framework. Implement Demand Management Policies and SCM prescripts. Co-ordinate the Acquisitions of Goods and Services as per user needs. Render BID and Contract Management Services. Render Secretariat Services to the Departmental BID Committees. Ensure the determination of Specifications and Terms of Reference with regard to Procurement of Goods and Services. Ensure that future needs / requirements are linked to the Strategic Plan and Budget. Administer Demand Management Plans for all Sub-Directorates and provide inputs to all Program Managers during planning. Management of Subordinates in line with HR Practices, eg PMDS, Training and on the Job Coaching, Involvement in Budget Projections for the Unit etc. Perform in-house training for subordinates. Benchmarking with other National and Provincial Departments on their running contracts.
<u>ENQUIRIES</u>	:	Mr. O R Kekana Tel No: (018) 388 4062
<u>POST 19/205</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: NWFIN/2023/34</u> Programme: Financial Governance Sub Programme: Risk Management Directorate: Provincial Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09) Mmabatho As a minimum a National Diploma or an Advanced Certificate in Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualification with four (4) years' experience in Public Sector Risk Management or Internal Audit, of which 2 years should be at a supervisory level. Knowledge and application of the Public Sector Risk Management Framework. A valid Code 08 driver/s license. Good understanding and knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication, interpersonal and analytical skills. Knowledge and understanding of risk management practices, development of guidelines and standards at different management levels. Advanced computer literacy with a working knowledge of computer spreadsheets (Microsoft Excel), word processors and presentations. The ability to facilitate workshops, provide training, and present and produce written policies. The ability to work under pressure, conduct financial analysis, and prepare reports and proposals.
<u>DUTIES</u>	:	Co-ordinate the following within the Provincial Departments, Provincial Legislature and Public Entities: Development of risk management and fraud prevention policies and strategies. Development of the HOD-to-HOD reports and the Audit Committee reports. Development of the HOD-to-CEO reports

and the reports to the Boards. Establishment and maintenance of Risk Management Committees. Maintenance of information sharing and peer to peer learning platforms. Facilitation of risk assessments and development of risk registers. Provision of risk management training. Development of quarterly risk management progress reports.

ENQUIRIES : Mr. K Mahila Tel No: (018) 388 3091/3425

POST 19/206 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NWFIN/2023/35 (X5 POSTS)**

Programme: Financial Governance
Sub Programme: Internal Audit Services
Directorate: Risk Based Audits

SALARY : R424 104 - R496 467 per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or an Advanced Certificate in Accounting and Auditing or equivalent NQF 6 qualification. A minimum of four (4) years relevant experience in auditing of which two (2) years should be in Internal Auditing and two (2) years should be at a supervisory level. A postgraduate degree or a professional qualification/designation such as Internal Audit Technician or Professional Internal Auditor or General Internal Auditor or Certified Internal Auditor will be an added advantage. A valid driver's license. Extensive knowledge of the International Professional Practice Framework (IPPF), the PFMA and Treasury Regulations and Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field is also required. A thorough understanding of government processes and the role and function of internal audit in the public sector. Sound analytical and problem-solving skills. Good communication and interpersonal skills. A creative and innovative orientation. Be able to work independently and in a team. Good report writing and computer skills. Implementation of effective actions and processes to ensure that the audit plan is managed, and due dates are timely met. Supervision, training, and guiding all personnel reporting to you. The ability to work under pressure. The ability to analyse processes and identify appropriate, value adding and key audit criteria and root causes and to prioritize and assess audit outcomes during the full audit cycle. To be able to do introspection.

DUTIES : Provide inputs into the three-year strategic plan and annual audit plan of a department. Assist with monitoring of risk on a continuous basis and also the recommendation of amendments of the annual audit plans when required. Manage and supervise the rollout of the audits as per the annual audit plan inclusive of the process requirements of the planning, execution and reporting phases per audit, audit team utilisation and complying with the planned audit timeframe and budgeted hours. Develop audit programs and sampling strategies that address the objectives, scope and risk of the audit subject area. Perform timeous and appropriate review of the work of subordinates. Where required perform audit work from planning to reporting. Compile quality and value adding draft audit reports that include appropriate root cause identification and recommendations. Ensure that work performed by the audit team fully complies with the IPPF and Quality Assurance Improvement Program of the unit and take effective correction where required. Respond to coaching notes. Provide on the job training/coaching/mentoring to subordinates. Perform PMDS requirements.

ENQUIRIES : Mr. A. Nel Tel No: (018) 388 1616

POST 19/207 : **ASSISTANT DIRECTOR: FISCAL POLICY REF NO: NWFIN/2023/37 (X2 POSTS)**

Programme: Sustainable Resource Management
Sub Programme: Fiscal Policy
Directorate: Fiscal Policy Analysis and Financial Asset Management

SALARY : R424 104 - R496 467 per annum (Level 09)

CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma or an Advanced Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualification. A minimum of four (4) years' relevant experience in fiscal policy environment/ revenue management, of which 2 years should be at a supervisory level. A valid driver's license is a necessity. Willingness to travel and work extra hours. Conversant

with Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, Procurement Act, and any other related Finance Prescripts. Effective communication and writing skills. Strong in Quantitative and Analytical skills. Conversant with Basic Accounting System (BAS) and Vulindlela System. Computer literacy in Microsoft WORD, Excel, and PowerPoint. Report writing skills. Competency in evaluating written reports. Leadership abilities and conflict resolution skills. Confident in conducting workshops and strong in presentation.

DUTIES : Perform the analysis the revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Critically analyse revenue budgets and monthly revenue collection for inclusion in the In Year Monitoring (IYM) monthly reporting. Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly. Prepare written reports on achievements and challenges relating to departmental revenue collection. Monitor the implementation of Provincial Revenue Enhancement Strategy. Ensure that departments review the tariff structures annually to maximize of provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Check and verify the overall monthly revenue payments from Provincial Revenue Fund Bank Statements and recommend some interventions when the departments fail to execute payments. Assist to coordinate the Provincial Revenue Forum. Perform other administrative duties within the Directorate.

ENQUIRIES : Ms. B Pule Tel No: (018) 388 3130

POST 19/208 : **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: NWFIN/2023/39SL9**
 Programme: Sustainable Resource Management
 Sub Programme: Public Finance
 Directorate: Public Finance and Data Management

SALARY CENTRE REQUIREMENTS : R424 104 - R496 467 per annum (Level 09)
 : Mmabatho

: As a minimum a National Diploma or an Advanced Certificate in Public Finance/ Commerce/ Budget or equivalent NQF 6 qualification. A minimum of four (4) years' relevant experience in public finance, budgeting, financial management and reporting, of which 2 years should be at a supervisory level. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Effective oral and writing skills. Strong analytical skills. Conversant with Vulindlela/ Basic Accounting Systems. Computer literacy in Microsoft Word, Excel, and PowerPoint. Competency in evaluating written Excel reports. Report writing skills.

DUTIES : Monthly and quarterly analysis and monitoring of the provincial departmental expenditures against their approved Budget, Strategic and Annual Performance Plan. Compile monthly & quarterly performance reports on financial & non-financial data of provincial departments. Consolidate monthly in-year monitoring reports on expenditure of provincial departments. Compile the monthly and quarterly Compensation of Employees performance information. Liaise with National and Provincial Departments on required expenditure and statistical data. Monitor that overspending, unauthorized, irregular, fruitless and wasteful expenditure is properly reported. Draw monthly expenditure reports from the Financial System (BAS). Receive and check the departmental in-year monitoring submissions to ensure they are numerically accurate as per Financial Systems, Budget Statements, DoRA, etc. Validate Section (32) & (40) information for submissions and publications. Participate actively in financial and non-financial provincial sectoral meetings. Monthly and quarterly performance assessments of provincial departments and public entities' measurable information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Perform generic administrative functions.

ENQUIRIES : Ms B Moalosi Tel No: (018) 388-3999

<u>POST 19/209</u>	:	<u>ASSISTANT DIRECTOR: SCM COMPLIANCE REF NO: NWFIN/2023/40</u> Programme: Asset and Liability Sub Programme: Support and Interlinked (Provincial SCM) Directorate: SCM Policies, M&E and Capacity Building Sub Directorate: SCM Governance Compliance, Monitoring & Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09) Mmabatho As a minimum a National Diploma or an Advanced Certificate in SCM/ Logistics Management/ Advanced Procurement Management or equivalent NQF 6 qualification. A minimum of four (4) years' relevant experience in a SCM environment, of which 2 years should be at a supervisory level. A valid driver's license is compulsory. Willingness to travel and work extra hours. Theoretical or practical knowledge of operational supply chain management processes. A background on infrastructure and construction procurement will be an added advantage. A proven record of interacting at a strategic level, with advanced project management and communication, analytical, technical and report writing skills. Sound knowledge of amongst others, the Public Service Act, its regulations and other policies and prescripts that govern the Public Service. Knowledge and understanding of the PFMA and its regulations, the PPPFA and its regulations, the BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, CIDB prescripts and other SCM related prescripts.
<u>DUTIES</u>	:	Research and provide inputs for the development of Provincial SCM Control frameworks. Monitor adherence to SCM Control frameworks. Analyse and report on SCM compliance. Provide technical support to Provincial Departments and Public Entities. Evaluate interventions on the SCM system. Monitor the establishment of the governance mechanisms.
<u>ENQUIRIES</u>	:	Mr. M Tlalang Tel No: (018) 388 5145
<u>POST 19/210</u>	:	<u>ASSISTANT DIRECTOR: SCM POLICY NORMS REF NO: NWFIN/2023/41 (X2 POSTS)</u> Programme: Asset and Liability Sub Programme: Support and Interlinked (Provincial SCM) Directorate: SCM Policies, M&E and Capacity Building Sub-Directorate: SCM Policies & Capacity Building
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum (Level 09) Mmabatho As a minimum a National Diploma or an Advanced Certificate in SCM/ Logistics Management/ Advanced Procurement Management or equivalent NQF 6 qualification. A minimum of four (4) years' relevant experience in a SCM environment, of which 2 years should be at a supervisory level. A valid driver's license is compulsory. Willingness to travel and work extra hours. The post requires sound knowledge of, amongst others, the Public Service Act, its regulations and other policies and prescripts that govern the Public Service. Knowledge and understanding of the PFMA and its regulations, the PPPFA and its regulations, the BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/Practice Notes/Circulars and Guidelines, CIDB prescripts and other SCM related prescripts. Analytical and innovative thinking, policy research and development, ability to interpret and apply policy, report writing skills, workshop presentation and facilitation skills and ability to work under pressure, advanced computer and communication skills, professionalism, time management and teamwork orientation.
<u>DUTIES</u>	:	Research and provide inputs in the development of Provincial norms, standards, and policies. Research best practices for continuous improvement of the SCM system. Provide advice, guidance and support on the implementation and interpretation of SCM policies norms and standards. Coordinate provincial inputs for the National Treasury SCM prescripts.
<u>ENQUIRIES</u>	:	Mr. M Tlalang Tel No: (018) 388 5145

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 19/211 : **MEDICAL SPECIALIST: GRADE 1 TO 3 PSYCHIATRY (ACUTE AND FORENSIC) (X3 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 214 805 per annum
Grade 2: R1 386 069 per annum
Grade 3: R1 605 330 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Valkenberg Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: There is no obligation of after-hours duties in Acute. Valid (Code B/EB) driver's licence. Fluency in at least two of the three official languages of the Western Cape (English/Afrikaans/Xhosa). There is obligation for after-hours duties in Forensic. Competencies (knowledge/skills): Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, registrars and medical Staff.

DUTIES : Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Cape Town). Other duties as assigned by the Head: Clinical Unit.

ENQUIRIES : Dr QZ Cossie: Acute Tel No: (021) 8265829 or Dr N Dyakalashé: Forensic Tel No: (021) 8265863

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 26 June 2023

<u>POST 19/212</u>	:	<u>PRINCIPAL PSYCHOLOGIST: GRADE 1</u>
<u>SALARY</u>	:	Grade 1: R1 127 631 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the Health Professional Council as a Clinical Psychologist (Independent Practice). Experience: A minimum of 3 years of appropriate experience as a Clinical Psychologist after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirement of the job: Availability after hours. Valid (Code B/EB) driver's licence. Ability to communicate in two of the three official languages of the Western Cape, of which one must be English. Competencies (knowledge/skills): Management and leadership of teams and professionals. Extensive appropriate post-registration experience in clinical service delivery and management of Clinical psychology services in the context of the tertiary setting. Specialized competence in providing co-leadership in the following clinical units: Consultation-Liaison; Adult Psychiatry including Neuropsychiatry, eating disorders, Maternal Mental health and Child Psychiatry including Infant Mental health, Family therapy, and children with developmental delays. Teaching and training experience at under and postgraduate levels in clinical psychology, psychiatry, and mental health. Supervised experience in psychometry and psychotherapy cases of interns and clinical psychologists. Exposure to MMED in Psychiatry supervision. Design and conduct of research, including evidence of post-graduate supervision and publication at an advanced level. Ability to communicate in two of the three official languages of the Western Cape, of which one must be English. Ability to apply highly developed interpersonal and reflexive capacities in diverse settings in the workplace. Adaptability to different clinical settings, across both in- and out-patient environments, as well as within different medical disciplines. Extensive appropriate post-registration experience in clinical service delivery and management of such services.
<u>DUTIES</u>	:	Strategic and operational management of the psychological services at TBH. Effective Human Resource Management of Psychologists and Interns at TBH. Provide optimal psychological treatment of patients with complicated clinical conditions. Ensure appropriate training of intern psychologists in line with HPCSA guidelines. Research, teaching, academic management, and social responsiveness activities related to a joint appointment with the University of Stellenbosch.
<u>ENQUIRIES</u>	:	Ms A Thomas Tel No: (021) 938-9445 (aneesat@sun.ac.za)
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 19/213</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R627 474 (PN-B3) per annum
<u>CENTRE</u>	:	D'Almeida CDC, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic Nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registered with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): In-depth Knowledge and application of Ideal Clinic and Office of Health Standard Compliance. Knowledge of Human Resources and Financial policies. Computer literacy (MS Word and Excel, PowerPoint, and emails.)

DUTIES : Operational management of facility: Management of burden of disease, render clinical and administrative services. Management of Critical Support Services: Quality data, consumable and drug management, Maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets, and stock control. Human Resource Planning and Management: Performance Management and ensure that all personnel undergo training according to their Individual Development and Performance Plan as well as implementing policies, prescripts, and protocols. Improve the quality of services and deliver a patient-centered service.

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604-6106

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

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

CLOSING DATE : 26 June 2023

POST 19/214 : **OPERATIONAL MANAGER NURSING (SPECIALTY: ICU)**

SALARY : R627 474 per annum

CENTRE : Groote Schuur Hospital, Observatory

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 qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Ms R Sutcliffe Tel No: (021) 404-2092

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

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

CLOSING DATE : 26 June 2023

POST 19/215 : **SOCIAL WORK SUPERVISOR: GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R 432 348 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate bachelor's degree in social work or equivalent. Registration with a professional council: Registration with the South African Council for Social Work Professions (SACSSP) as a Social Worker. Experience: Minimum of 7 years appropriate experience in Social

Work after registration as a Social Worker with the SACSSP. Inherent requirement of the job: Proficiency in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (Excel, Word, and PowerPoint). Job related knowledge of diagnostic assessment tools, evaluation methods and processes. Knowledge of Social Work Legislation related to mental health. Appropriate supervisory experience.

DUTIES : Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions. Attend to any other matters that could result in or stem from social instability in any form. Supervise employees, supervise and advise social workers, social auxiliary workers, volunteers and social work students to ensure an effective social work service. Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered.

ENQUIRIES : Ms S Mdunyelwa Tel No: (021) 826-5838
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 June 2023

POST 19/216 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R431 265 per annum
 Grade 2: R528 696 per annum

CENTRE : Delft CHC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. 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 a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Willingness to work shifts and after hours (weekends, public holidays, and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, and policies. Analytical thinking, independent decision-making, problem-solving skills, and ability to facilitate and promote training. Computer literacy (MS Word, Outlook, and Excel).

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial, and physical resources (equipment and consumables). Render support to Nursing Services i.e., relief duties and act as shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal, and ethical regulations governing nursing practice. Ensure efficient and accurate documentation, statistical data collection capturing, and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for the continuity of client care.

ENQUIRIES : Mr P Khohliso Tel No: (021) 833-9045
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary

qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.

- CLOSING DATE** : 26 June 2023
- POST 19/217** : **ASSISTANT DIRECTOR: HEALTH SUPPORT: LICENSING (EMS AND MENTAL HEALTH)**
Directorate: Assurance
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Head Office, Cape Town
: Minimum educational qualification: An appropriate 3-year National Diploma or Degree in administration or health or business field. Experience: Appropriate supervisory experience in general office administration. Appropriate administrative experience in the health care and regulatory environments will be an added advantage. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into the Western Cape Ambulance Service Act, Western Cape Ambulance Services Regulations - 2012 (Provincial Notice 180), Mental Health Care Act, subsequent Mental Health Care Regulations, Guidelines for Licensing Community Mental Health Facilities in the Western Cape and applicable Health Care legislation. An understanding of clinical activities, needs, norms and standards across all types of ambulance / emergency medical 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 ambulance services and mental health i.e. Ambulance Act 3 of 2010, Provincial Notice 180 or Emergency Medical Services Regulations - 2017, Mental Health Care Act (2002). Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing, drafting of documents and presentation skills. Ability to think critically and analytically, function independently and within a team context, being confident, self-motivated and showing initiative. Sound interpersonal, supervisory, communication and conflict management skills.
- DUTIES** : Render comprehensive administrative support to the Ambulance Service Advisory Committee and the Mental Health Advisory Committee to implement applicable legislation and decision-making procedures. Manage and supervise support personnel's duties and support management to manage the unit and relevant resources. Effective and efficient communication with all ambulance service and mental health stakeholders and advise on procedural aspects relating to licensing as outlined within the relevant legislation. Offer support to the Deputy Director: Licensing & Inspectorate pertaining to Ambulance Services and Mental Health licensing in the province. Knowledge of financial management principles and understanding of the levying and collection of fees in terms of applicable legislation.
- ENQUIRIES APPLICATIONS** : Ms K Jacobs Tel No: (021) 483-3303
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.
: 26 June 2023
- POST 19/218** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY CENTRE** : R359 517 per annum
: Victoria Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate experience in Human Resource Management, PERSAL and Recruitment and Selection. Inherent requirements of the job: Valid (Code B) drivers' licence. Good verbal and written communication skills in at least two of the three official languages of Western Cape. Competencies (knowledge/skills): Supervisory skills. In-depth knowledge and experience of Recruitment and Selection policies and Procedures in Public Service. Strong analytical and strategic thinking abilities. Computer skills in MS Office (i.e Word, Excel, PowerPoint, Outlook and PERSAL).
- DUTIES** : Ensure an effective Recruitment and Selection Service. Effective coordination and facilitation of skills Development (HRD). Effective management of Staff of Staff Performance Management (SPMS). Effective administration of Occupational Specific Dispensation and Grade Progression for various occupations. Effective Human Resource planning and establishment control (APL). Sound labour relations and supervision of staff. Effective Coordination of Employment Wellness Programme.
- ENQUIRIES** : Ms Y Nelukalo Tel No: (021) 799-1123, or email: yvonne.nelukalo@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 June 2023
- POST 19/219** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Overberg District
- SALARY** : R294 321 per annum
- CENTRE** : Caledon Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management matters. Appropriate experience in PERSAL and the relevant functions. Appropriate experience in all aspects of personnel and salary administration. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to travel. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): PERSAL Salary and Personnel administration certificate. Interpretation and implementation of HR and Payroll Policies, procedures, and practices. Knowledge of Recruitment and Selection, Staff Performance Management System, Labour Relations, and Human Resource Development. Computer literacy in MS Office (Word, Excel, Outlook) and PERSAL.
- DUTIES** : Responsible for coordination, supervision, and control of the Personnel and Salary Administration component as well as support to supervisor. Implement and monitor the relevant policies, procedures, and prescripts with regard to personnel, salary, leave, and administration in general. Audit and revise leave, SPMS, PILIR, Pension documentation and assist with Recruitment and Selection. Implement and monitor all allowance, disallowance, transversal personnel practices, employment practices, conditions of service, and service termination documentation. Monitor compliance with regard to HR policies, practices, and prescripts. Assist with the compilation of the monthly CMI and quarterly Human Resources Audit Action Plan as well as the monitoring and evaluation of audit reports.
- ENQUIRIES** : Mr CA Brown Tel No: (028) 212-1070
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 June 2023
- POST 19/220** : **ADMINISTRATION CLERK: SUPPORT (WORKSHOP)**
Garden Route District
- SALARY** : R202 233 per annum
- CENTRE** : Technical Services, Oudtshoorn and Kannaland Sub-district (Stationed at Oudtshoorn Hospital)
- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in office practice and/or administration.

Excellent computer proficiency in Word, Excel, and PowerPoint. Experience in EPS (Electronic Procurement System). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to organize and prioritize activities. Knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions, and the Accounting Officer Systems.

DUTIES : Ensure effective and efficient procurement service to the Workshop Department. Perform payment functions on LOGIS with regard to all purchases of goods and services in relation to workshop activities. Capture data, collate, compile, and distribute workshop activity reports and statistics. Support Workshop Supervisor including responding to basic queries, schedule appointments, diary management, taking of messages and minutes, copying, office administration, faxing, and sending of notices.

ENQUIRIES : Mr A Roets Tel No: (044) 203-7267

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

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

CLOSING DATE : 26 June 2023

POST 19/221 : **ADMINISTRATION CLERK: SUPPORT SERVICES**
Garden Route District

SALARY : R202 233 per annum
CENTRE : PHC Support and Outreach, George Sub-district (Stationed at Harry Comay Hospital)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience in Facility Support and Technical Services. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. The ability to accept accountability and responsibility and to work independently and unsupervised when required.

DUTIES : Provide administrative support to Sub-District Technical Team and District Chief Artisan. Prepare documentation related to construction projects as per instruction of the Workshop Manager/Chief Artisan. Create and maintain an electronic site (SharePoint) for all documents related to Technical Support Services. Organise and maintain an effective consumable store for workshop including ordering and monitoring of stock levels. Liaise with contractors regarding upcoming service schedules and do follow-ups where needed. Complete job requisitions on whatever system the subdistrict/district is using.

ENQUIRIES : Mr A Muller Tel No: (044) 814-1123

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

NOTE : Shortlisted candidates may be required to do a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 26 June 2023

POST 19/222 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Central Karoo District

SALARY : R202 233 per annum
CENTRE : Laingsburg Hospital, Laingsburg Sub-district

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net). Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Ability to function independently and within a team context.

DUTIES : Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Assist in policy

formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholder's, i.e., verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic).

ENQUIRIES : Ms D Willemse Tel No: (023) 814-2018
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 June 2023

POST 19/223 : **WHEELCHAIR REPAIR ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R171 537 per annum
CENTRE : Western Cape Rehabilitation Centre, Mitchells Plain
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience in wheelchair repairs. Inherent requirement of the job: Flexibility and willingness to assist with service delivery in different clinical areas. Willingness to work with persons with physical disabilities. Physically fit to lift and carry heavy equipment. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic and innovative design skills and practical skills. Basic knowledge in light electrical current. Ability to safely handle power machinery and tools. Demonstrate technical and related functions. Demonstrate technical, observation and practical problem-solving skills and conversant with the requirements of the Occupational Health and Safety Act.

DUTIES : Assist with the effective management of the wheelchair repair workshop. Effective and efficient repair/ maintenance of all mobility assistive devices presented. Provide wheelchair repair and modification services to assistive devices in workshop and at specialised clinics. Completion of all necessary administration when receiving a device for repair. Render a support service to the Institution as required. Participate in training and development.

ENQUIRIES : Ms A Rex Tel No: (021) 370-2322
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 June 2023

POST 19/224 : **SEAMSTRESS**
Chief Directorate: Metro Health Services

SALARY : R147 036 per annum
CENTRE : Oral Health Centres
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience in the operating of a sewing machine. Appropriate laundry and linen experience in a laundry setting. Inherent requirement of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Physically fit to do manual labour. Competencies (knowledge/skills): Knowledge of mending of torn or damaged hospital linen. Knowledge of fabrics and fibres.

DUTIES : Storage and handling of clean linen as well as the issuing and receiving thereof. Monitor the quality of the work. Inspect machinery to see if functioning correctly. Stock control of linen. Mending torn or damaged hospital linen. Handling of soiled linen, infectious linen, infested linen, and condemned linen.

ENQUIRIES : Mr Z Karoodien Tel No: (021)-937 3015
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 26 June 2023

POST 19/225 : **HOUSEHOLD AID**
West Coast District

SALARY : R125 373 per annum

CENTRE REQUIREMENTS : Vredendal Hospital, Matzikama Sub-district
 : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

ENQUIRIES APPLICATIONS : Mr D Snell Tel No: (027) 213-2039
 : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION NOTE : Ms E Tangayi
 : No payment of any kind is required when applying for this post.

CLOSING DATE : 26 June 2023

POST 19/226 : **PORTER**
 Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R125 373 per annum
 : Khayelitsha Community Day Centre
 : Minimum requirement: Basic literacy and numeracy skills. Experience Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, including nightshift. Willing to handle bodies (corpses). Ability to handle heavy objects. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work in a team.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Carry medical and other documentation (patient files, reports, etc.) to the reception area. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs.

ENQUIRIES APPLICATIONS : Mr T Lewela Tel No: (021) 360-5206
 : The Chief Executive Officer: Metro Health Services, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION NOTE : Ms Z Willie
 : No payment of any kind is required when applying for this post.

CLOSING DATE : 26 June 2023

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed.

CLOSING DATE : 23 June 2023
NOTE : 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date

and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 19/227** : **DEPUTY DIRECTOR: SERVICE BENEFITS REF NO: 172**
Directorate: Service Benefits
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum requirement: National Diploma (NQF Level 6) or Degree in Human Resources and 3 - 5 years management experience. Knowledge: Constitution of RSA / PGWC, Public Service Act and Regulations, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Pension funds Act, Labour Relations Act, White Paper on Transformation & Batho Pele Principles, White Paper on Service Delivery in the Public Service, Skills Development Act, Skills Levies Act, Line function and life skills training, Human Rights Practices, People Management, Skills Development Strategy of the Public Service / CS Educators, New Management Framework, Education Law and Policy, Disciplinary Codes and Procedures, CORE & Compensation Management (JD & JD) Collective Agreements, SPMS, PERSAL, Public Finance Management Act, Sense of the demographics of WCED Skills: Managerial skills, Leadership skills, Interpersonal skills, Communication skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, Powerpoint), Outlook, Internet, PERSAL, Good written and oral communication skills.
- DUTIES** : Manage the execution / administering of all service benefits. Ensure compilation of management reports. Ensure annual auditing of vacation leave. Report on leave patterns / tendencies that might impact on the service delivery of the Department. Managing termination of services (resignation, ill health, retirements, severance package, dismissals, etc.) Ensure implementation of the annual salary adjustments and service benefits. Managing deficiencies from exceptional PERSAL reports. Ensure audit on payments of service benefits (housing allowance, guarantees, overtime, etc.) Ensure the keeping and maintenance of registers (overtime, Injury of Duty, Subsistence and Travel allowance, BAS Payments, clearance certificates, Salary Recourse, leave without pay, Medical Aid, State Guarantees, Interns, Working hours, PILIR, Remunerated Work Outside the Public Service.) Financial Management: Provide input for the budget process in the Directorate. Recommend budget levels for new financial year. Manage and control the application of state funds and property in the sub-directorate. Monitor budget levels for sub-directorate. Authorise expenditure i.t.o. departmental delegation regarding advertisements, S&T, equipment purchases and skills development. Annual itemising of funds. Exercise monthly expenditure control. Submit monthly personnel audit and cash flow projections. Exercise managerial function attached to the post: Manage the execution of goals set for the sub-directorate. Ensure the effective recruitment, selection and appointment of officials. Develop Action Plans for / manage the Subdirector East for District and institutions. Strategic and operational planning of the sub-directorate. Give support and render advice to staff regarding procedures, requirements and general prescripts. Ensure that staff is adequately trained and developed to fulfil their functions in Service Benefits. Apply and maintain discipline in sub-directorate. Manage performance of staff. Conduct review sessions, training and coaching based on outcome of review sessions. Quarterly Performance Report. Attendance of staff meetings, division head meetings, directorate meetings. Provide monthly management report and statistics on the activities of the Sub directorate to HOD and SMS members. Monitor workflow of staff.

ENQUIRIES : Ms D Pillay Tel No: 021 467 2477

POST 19/228 : **DEPUTY DIRECTOR: E-INFRASTRUCTURE AND TECHNOLOGY DEVELOPMENT MANAGER REF NO: 168**
Directorate: E-Learning

SALARY : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS.

CENTRE : Head Office, Cape Town

REQUIREMENTS : Appropriate Diploma or Degree (3 years post matric). At least 3 years' experience in project management and/or managerial level in the ICT environment. A valid driver's license. At least proficiency in two of the three official languages. Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Knowledge quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal/organisational skills. Thorough knowledge of knowledge management systems. Budget. Write reports. Be flexible and focused on understanding the needs of the end-user. Computer literacy (MS Word, MS Excel, MS PowerPoint, email). Ability to translate "tech-talk" into plain English. Have demonstrated project management skills in projects of ICT systems and change enablement. Knowledge of project risk management and mitigation. Experience with implementing projects. Skills: The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7 Provincial Finance Management Act and National Treasury Guidelines.

DUTIES : Manage the development and implementation of solutions, systems and infrastructure with regards to: Facilitate transversal or shared infrastructure, hardware software and services relating to e-Learning. Manage stakeholder interface between WCED and WAN/LAN role-players e.g. CEI, Service Providers, schools and project management teams. Manage all aspects of business solutions, ICT infrastructure and security service delivery and operational support. Facilitate the sourcing of e-Learning resources. Oversee the management and coordination of eLearning Projects: Oversee the provisioning of ICT access and provisioning related to: Planning of ICT access and provisioning. Implementation of solutions. Oversee information management and reporting. Ensure that databases and reporting systems are in place and used effectively. Management the human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Business Plan. Motivate, train and guide staff to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Actively manage and promote the maintenance of discipline. Plan budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently: Prepare work-unit budget required to achieve unit objectives. Maintain internal control policies and processes in line with the public Finance Management Act and National Treasury Guidelines and Best Practice Notes. Prepares short-term (1 year) and longer-term (2-5 years) budget plans. Ensures conformity with PFMA and auditing requirements. Monitors revenue and expenditure for the purpose of sound fiscal responsibility. Projects long-term financial requirements needed to achieve work-unit objectives. Explains or justifies the work-unit budget to other stakeholders and departmental groups. Oversees or helps procure equipment, facilities, supplies and services. Fosters an environment where cost-benefit outcomes are continuously improved. Prepares consolidated financial reports for presentation.

ENQUIRIES : Mr C Walker Tel No: (021) 467 2351

POST 19/229 : **ASSISTANT DIRECTOR: MONITORING REF NO: 152 (X2 POSTS)**
Directorate: Early Childhood Development

SALARY : R424 104 per annum (Level 09)

CENTRE : Head Office, Cape Town

REQUIREMENTS : An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3- year relevant experience. Knowledge of: Public

administration, Applicable legislative and regulatory requirements, policies and standards, Norms and standards, Project Management, Principles and processes for providing customer services. Including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction, Monitoring and evaluation methods, tools and techniques, Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources, Relationship management. Skills: Professional Competencies, People Competencies, Results Competencies, Business/Organization Competencies.

DUTIES

: Develop monitoring and review systems. Evaluate the current systems and recommend improvement, develop monitoring tools and systems, oversee the implementation of monitoring tools. Oversee Financial and Governance Assessment for existing and new NPO's. Oversee site visits, quality assure monitoring reports, quality assure the completion of the appraisal grid. Oversee the monitoring and review of services rendered by the NPO. Ensure the analyses of progress reports. Oversee and quality assure the administering of quarterly compliance assessments including site visits Oversee and quality assure the administering of annual compliance assessments including site visits, Quality assures monitoring reports Ensure the development of corrective measures Verify the data submitted via reports Draft guidelines on required monitoring processes and procedures, Support managers and other staff in their monitoring actions, including the setting. of standards, Communicate and apply the Batho Pele concept in service delivery. Human Resource Management: Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRAs that derive from component's plans. Monitor information capacity building within the Division. Promote sound labour relations within the Division. Actively manage and promote the maintenance of discipline within the Division. Perform all the managerial tasks with regards to the Division Give direction to and manage policy issues with regards to the functions of the components under his/her command. Communicate on managerial level with regards to the functions of the component. Assess data and information Review and revise the information recorded on the activation grid/ indicator description manual/ NFD reporting template and approve. Compile report send to supervisor for verification and submit.

ENQUIRIES

: Ms. R Leukes Tel No: (021) 467 2584

POST 19/230

: **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 162 (X2 POSTS)**
Directorate: Service Benefits

SALARY CENTRE

: R424 104 per annum (Level 09)
: Head Office, Cape Town

REQUIREMENTS

: National Diploma or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.

DUTIES

: Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regards to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.

- ENQUIRIES** : Ms D Pillay Tel No: (021) 467 2477
- POST 19/231** : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 154**
District Office: Overberg Education District Office
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Caledon
: National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.
- DUTIES** : Manage and coordinate support to Public Schools (including hostels) with the implementation of new/ existing financial-, records and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
- ENQUIRIES** : Ms I Senosi Tel No: (028) 214 7300
- POST 19/232** : **ASSISTANT DIRECTOR: E-LEARNING PROJECTS FACILITATOR REF NO: 161**
Directorate: E-Learning
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Head Office, Cape Town
: An appropriate, recognized 3-years post matric qualification. At least 3 years' experience in technology provisioning or project management, valid driver's license. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Skills: Above average of computer literacy with particular expertise in excel and other data base platforms and the ability to think analytically and systematically. Analysis of eLearning data to inform on trends and risks. Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Write reports. Be flexible and focused on understanding the needs of the end-user. Knowledge: Thorough knowledge of ICT Technology (types and specifications). Knowledge of project management, risk and mitigation reporting. Knowledge of implementing projects. Knowledge of the policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7.
- DUTIES** : Project Management Planning: Project planning, project mapping, processes and manage technology provisioning and related e-Learning projects in line with WCED strategies, priorities, policies and guidelines; Liaise with CeI for technical specifications and technical evaluation of technology. Liaise with and render administrative advice and assistance to district e-Learning staff on e-Learning projects and relevant aspects of technology provisioning. Provide advice and assistance with demonstrations and in-house end- user evaluation of emerging technologies Project Management Implementing. Coordinate and manage relevant processes for e-Learning projects (e.g. facilitate meetings with suppliers and vendors); Coordinate and project manage the delivery, installation and implementation of all technology provisioning at schools (eLearning and Subject Specific rollouts). Conduct site visits (as necessary) to assist with e-Learning projects. Remain abreast with project procedures and processes that apply to Head Office and other educational institute offices, e.g. Districts, CTLI and technical partner CeI Project Administration; Manage the preparation of source documentation for procurement. Develop guidelines and templates for project plans for all eLearning deliverables. Assist with the development of project plans; Assist with the communication and stakeholders' engagements. Processes; Quality assure project plans and related project documents; Oversee the administrative deliverables with respect to

correspondence & filing systems. Prepare all required documentation with regard to the financial aspects of e-Learning projects in collaboration with management Information Management. Create, update and manage a database to record, monitor and report on all e-Learning projects. Update and maintain a project register; Maintain a risk register. Collaboratively work together with directorate to keep WCED online systems updated. Reporting; Report on all aspects of the roll-out and progress of e-Learning projects. Collate reports, data analysis and prepare regular reports to management. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Projects and of the resources employed by it. Measuring, managing and reporting on project risks, technical constraints and issues. Ensure project documentation is up to date and saved in the designated repositories.

ENQUIRIES

:

Mr C Walker Tel No: (021) 467 2351