



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 20 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 HOME AFFAIRS:** Kindly note the amendments on the post of Deputy Director: Layout & Design, Ref No: HRMC 32/23/3 advertised in Public Service Vacancy Circular 18 dated 26 May 2023 with a closing date of 09 June 2023. Required qualifications: An undergraduate qualification in Graphic Design / Computer Animation / Digital Arts / Motion Graphic Design at

NQF level 6 as recognised by SAQA. The closing date has been extended to 26 June 2023. **JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES:** Kindly note that the requirements for the posts of Independent Correctional Centre Visitors (ICCV) that was advertised in Public Service Vacancy Circular 19 of 2023 have been amended as follows: Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation of nomination as an ICCV by a community organization (not older than six (6) months). 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 license 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. The closing date will remain 30 June 2023. **DEPARTMENT OF MINERAL RESOURCES & ENERGY:** Kindly amend the salary Level of the following post: Deputy Director: Gas Policy with Ref No: DMRE/2377 to salary Level 12 R958 824 per annum, advertised in the Public Service Circular 18 dated 26 May 2023 and withdraw the post of Administrative Officer with Ref No: DMRE/ 2386 as advertised in the Public Service Vacancy Circular 18 dated 26 May 2023. **GAUTENG INFRASTRUCTURE FINANCING AGENCY:** Kindly note that the following post was advertised in the Public Service Vacancy Circular 19 dated 02 June 2023. Chief Director: Project Development with Ref No: REFS/017392. The requirements have been amended as follows: A Bachelor's degree or equivalent qualification (NQF level 7) in Finance or Engineering or Business Management. A relevant postgraduate qualification (NQF level 8) and Project Management would be an added advantage. At least 10 years of relevant experience at a senior management level. A valid South African driver's license. The top notes have been amended as follows: The GIFA is guided by the principles of Employment Equity. People with disabilities and women will be preferred for this post. The closing date has been extended to 30 June 2023. **EASTERN CAPE: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS:** Kindly note that the following one (02) posts were advertised in Public Service Vacancy Circular 18 dated 26 May 2023, The Requirements and Centre are amended as follows: (01) Senior Admin Officer: Fire Services (Bhisho) with Ref No: COGTA17/05/2023; A relevant qualification is Fire Services Technology/Administration/Public Administration/Management (NQF level 6 and Equivalent NQF level 6). One to Two (1-2) years relevant experience at a Supervisory level 7/ or Four (4) years' experience at salary level 6 and fire services. Computer Literacy: Knowledge of MS Skills. Experience in Fire Services or Disaster Management will be an added advantage. The post of Community Development Worker (CDW): Municipal Public Participation: (Raymond Mhlaba Local Municipality) with Ref No: COGTA25-C/05/2023; The correct ward is Ward-20. Enquiries: Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7081/7080. e-Recruitment Enquiries to: Nande.Mabusela@eccogta.gov.za. Closing Date has been extended to 26 June 2023. Applications received after closing date will not be considered. No faxed applications will be accepted. **EASTERN CAPE: DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 18 dated 26 May 2023, Specialist Scientist: Crop Science (Dohne) with Ref No: DRDAR: 02/05/2023 and Specialist Scientist: Animal Science (Dohne) with Ref No: DRDAR: 03/05/2023 are hereby withdrawn.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT	A	04 - 16
EMPLOYMENT AND LABOUR	B	17 - 18
FORESTRY, FISHERIES AND THE ENVIRONMENT	C	19 - 23
HEALTH	D	24 - 25
HIGHER EDUCATION AND TRAINING	E	26 - 131
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	132 - 134
NATIONAL PROSECUTING AUTHORITY	G	135 - 142
NATIONAL SCHOOL OF GOVERNMENT	H	143 - 149
OFFICE OF THE CHIEF JUSTICE	I	150 - 151
PLANNING, MONITORING AND EVALUATION	J	152 - 153
SMALL BUSINESS DEVELOPMENT	K	154 - 158
SOUTH AFRICAN POLICE SERVICE	L	159 - 160
WATER AND SANITATION	M	161 - 167
WOMEN, YOUTH AND PERSONS WITH DISABILITIES	N	168 - 170
THE PRESIDENCY	O	171 - 172

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	P	173 - 174
GAUTENG	Q	175 - 216
KWAZULU NATAL	R	217 - 277
NORTHERN CAPE	S	278 - 282
WESTERN CAPE	T	283 - 312

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	26 June 2023 at 16:00
<u>NOTE</u>	:	<p>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.</p>

MANAGEMENT ECHELON

- POST 20/01** : **DIRECTOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/419**
Directorate: Cooperatives and Enterprise Development
- 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** : Free State (Bloemfontein)
Applicants must be in a possession of Nyukela (Pre-entry Certificate to SMS) a Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Agriculture / Agricultural Economics / Development Studies (NQF Level 7). Minimum of 5 years' experience at a middle / senior managerial level. Extensive experience in cooperatives development field. Job related knowledge: Extensive knowledge in cooperatives development field. Knowledge and understanding of policy and legislative environment of cooperatives. Knowledge of monitoring and evaluation framework. Understanding of Comprehensive Rural Development Programme (CRDP). Strategic planning. Human resource management. Financial management. Supply chain management. Rural development techniques. Market and trade development. Small Business and Enterprise Management Development. Sound knowledge of current rural industry and sector operating parameters. Job related skills: Communications skills (verbal and written). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project management skills. Networking skills. Team management skills. People management skills. Customer and client focus. Statistical forecasting skills. Leadership and managerial qualities, a good track record of working with opportunities. A valid driver's license.
- DUTIES** : Promotes rural business development and facilitate rural development financing. Facilitate engagement with rural financing agents / organisations. Ensure credit finance and investment facilities. Facilitate the establishment and support of cooperatives. Provide support / facilitate the establishment and organisation primary, secondary and tertiary cooperatives. Facilitate and provide skills development / facilitate training opportunities to primary cooperatives. Facilitate and support business ventures of primary, secondary and tertiary cooperatives. Facilitate the development of rural enterprises and industries. Identify enterprises within priority value chains. Conduct feasibility analysis. Facilitate business planning. Implement approved business process. Ensure facilitation for access and linkages into village Rural and Urban markets. Develop off-take agreements implementation and monitor. Ensure the facilitation for Agro Industries forums (AgriParks). Facilitate engagements with regional and national economic growth agencies (provincial focus growth opportunities). Provide strategic management in the coordination of financial and non-financial service delivery. Develop, maintain and manage performance and performance information and monitoring. Manage budgeting and monitor expenditure. Facilitate the development of small and medium scales Agra-processing Programmes. Ensure that the appropriate support and funding is channeled for capacity building, processing technologies and access to markets. Identify the relevant stakeholders and beneficiaries. Develop interventions strategies.
- ENQUIRIES APPLICATIONS** : Mr SR Mzizi Tel No: (051) 400 4200
Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300

OTHER POSTS

- POST 20/02** : **CHIEF PROFESSIONAL SURVEYOR (GRADE A) REF NO: 3/2/1/2023/418**
Directorate: Examination Services
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R990 747 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE** : Western Cape (Cape Town)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and 4-years Bachelor of Science Degree in Land Surveying / Geomatics. Minimum of 6 years post qualification survey experience required. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Land Surveyor on appointment. Compulsory registration with South African Geomatics Council (SAGC) as a Professional Surveyor to perform cadastral surveys. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Creating high performance culture, Technical consulting and Survey and professional judgement. Job related skills: Strategic capability and leadership skills, Problem solving analysis skills, Decision making skills, Team leadership skills, Creativity skills, Customer focus and responsiveness skills, Communication skills, Computer skills, People management skills, Planning and organising skills, Conflict management skills, Negotiation skills and Change management. A valid driver's license.

DUTIES

: Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and 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 procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

APPLICATIONS

: Ms M Kekana Tel No: (012) 312 8344
: 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

NOTE

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

POST 20/03

: **SCIENTIFIC MANAGER (GRADE A) REF NO: 3/2/1/2023/423**
Directorate: Land and Soil Management

SALARY

: R990 747 per annum, (The salary will be determined in accordance with the OSD)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a MSc Degree in Natural Sciences / Natural Agricultural Resources (specializing in Soil Science, Botany or Ecology) or relevant qualifications. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 6 years post qualification natural scientific experience. Job related knowledge: Knowledge and application of Conservation of Agricultural Resources Act 43 of 1993 (CARA), Subdivision of Agricultural Land Act 70 of 1970 (SALA), Spatial Data Infrastructure Act 54 of 2003 and Spatial Planning and Land Use Management Act 16 of 2013. Advanced knowledge and understanding of the natural agricultural resources of South Africa, the protection and long-term sustainable use thereof within a set of related systems. Broad knowledge and understanding of national and international natural agricultural resource, sustainable land use and data policies, conventions, legislations, regulations, norms and standards. Broad knowledge and understanding of research, research principles, methodologies and approaches used for natural agricultural resources / sustainable land use. Knowledge of stand-alone, mobile and internet based Geographic Information Systems, applications and tools including the principles, concepts, modelling and software packages used. Knowledge regarding the methodologies / formats used and the application thereof in the development of user requirements, system specifications and test cases. Knowledge to develop and present training courses on the use data, information and systems (including GIS) and the interpretation / limitations and use of available data. Knowledge on effective stakeholder management including leadership, consultation, negotiation and development. Knowledge on effective management of personnel, human resource matters and assets. This also includes effective project management. Knowledge of relevant computer equipment, hard and software. Job related skills: Geo-data collection, verification, analysis and modelling, interpretation, visualisation and publishing with regard to Land capacity, Land suitability, Agricultural potential, Agricultural ecological and land-use zones, Land use systems and practices, Conservation status of the natural agricultural resources. Formulation, interpretation and implementation of related policies, legislation, strategies and standards. Analytical and critical / strategic thinking, monitoring, analysis, report writing, communication and presentation skills including: Verbal and electronic exchange of information. National as well as international verbal presentation on complex topics. Complex scientific memorandums and reports. Scientific publications. Government related motivations. Project management. Planning, organisation, execution, maintenance and problem-solving pertaining to GIS, research, training and advisory projects. Ability to develop and present training courses on the collection, management and use of geo-referenced data, information and knowledge. Development of user and system requirements, in the absence of established frameworks, based on research and user needs. Ability to manage personnel, knowledge and change. Computer. Customer focus and responsiveness. Willingness to work extended hours and travel. A valid driver's licence.

DUTIES

: Provide leadership to develop and implement national policy, regulatory, strategic and administrative frameworks / systems to manage the collection, use and preservation of data, information and knowledge required for the planning, management and sustainable use of the agricultural resources. Develop relationships and collaborations with provincial, national, regional and international counterparts. Provide inputs and / or develop policies, legislation, strategies and administrative systems to ensure the collection, analysis, dissemination, use and archiving of data, information and knowledge. Evaluate and monitor effectiveness, efficiency of and compliance with policies, legislation and administrative systems and guide the setting of scientific standards, specifications and service standards. Provide expert support and advise to stakeholders. Oversee the development and application of scientific / technical methodologies, procedures and standards to ensure the availability and use of geo-referenced data, information and knowledge, monitor the efficiency thereof and evolve with technology. Develop relationships and collaborations with provincial, national, regional and international counterparts. Design scientific methodologies, procedures and standards for and ensure the collection, analysis, dissemination, use and archiving of scientific data and information. Present and exchange scientific data, information and knowledge

at national, regional and inter-national forums. Evaluate and monitor the efficiency / impact of methodologies, systems, standards and accuracy of data and information. Provide expert support and advise to stakeholders. Lead and coordinate research programmes / projects and conduct research in order to deliver the data, information and knowledge required for the planning, management and sustainable use of the natural agricultural resources. Lead, co-ordinate and conduct basic (fundamental) and applied research. Liaise with relevant bodies / councils on science-related matters. Ensure knowledge generation and dissemination. Formulate and evaluate research proposals. Review scientific reports and publications. Compile research reports, publish and present research findings. Source funding for research reports. Manage the development of human resources effectively and efficiently. Continuous own professional development to keep up with new technologies and procedures. Mentor, train and develop scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes. Manage the development and performance of staff.

- ENQUIRIES** : Ms RL Bosoga Tel No: (012) 319 7686
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 20/04** : **STATE VETERINARIAN REF NO: 3/2/1/2023/420**
Directorate: Animal Health
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R811 560 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a BVSc / BVMCh Degree. Registration with the South African Veterinary Council. A valid driver's licence. Minimum of 1 year appropriate experience (post-qualification experience) in regulatory veterinary services. Job related knowledge: Public Service Regulation, International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food quality matters, Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements and Experience with policy formulation. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills. Management and Organising skills. Creativity skills. Interpersonal skills. Problem solving skills. Interpretation skills. Analytical skills. Listening skills. Computer literacy and Report writing skills. The ability to drive. Willingness to work extended hours and to travel.
- DUTIES** : Ensure compliance with the Animal Diseases Act, 1984 (Act No 35 of 1984) and Animal Disease Regulations (R.2026 of 1986). Monitor and audit compliance in regard to the Act and Regulations. Follow up on cases of non-compliance. Advise on the implementation of the Act and Regulations. Provide inputs on strategies to align with legislation. Form part of Section 20 evaluation team – Section 20 applications and amendments are evaluated and discussed within the Directorate. Establishment of norms and standards for the prevention and control of animal diseases. Draft disease control policies, protocol and contingency plans. Revise, update and amend current policies, protocols and contingency plans. Facilitate circulation / publishing of new or amended documents for comment. Collate inputs provided on drafted documents. Provide inputs on disease control policies, protocols and contingency plans as requested. Prepare final policies, protocols and contingency plans for signature. Ensure circulation of final documents to relevant role players. Liaison with and assistance given to other sub-directorates, Province and industry bodies on disease control matters. Attend daily pre-authorization meetings of sample submissions for payments (of certain tests by DALRRD). Assist the Provinces with disease control matters and enquiries relating thereto. Liaise with industry National Animal Health Forum (NAHF) and others on disease control matters, including attending meeting and providing guidelines for enquiries. Assist colleagues from other sub-directorate with their

enquiries regarding disease control matters. Liaise with Directorate: Food Import and Export Standards to develop information pamphlets, posters and articles related to Animal Diseases. Assistance with office management and administration. Assist with compiling reports. Handle relevant telephonic enquiries. Handle relevant written enquiries.

**ENQUIRIES
APPLICATIONS**

: Dr M Bronkhorst Tel No: (012) 319 7481
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 20/05

: **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2023/422 (X2 POSTS)**
Directorate: Legal Support

SALARY

: R531 381 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and LLB Degree or as otherwise determined by the Minister of Justice and Correctional Services. 8 years appropriate post qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in drafting of legal opinions. Job related knowledge: Knowledge of the various pieces of legislation administered by the Department. Knowledge of South African Law. Knowledge of Departmental Policies and Procedures. Ability to apply the law to a set of facts. Knowledge of performance management. Job related skills: Ability to research the law. Law interpretation skills. Communication skills (verbal and written). Excellent drafting and writing skills. Presentation skills. Client relations skills. Conflict management skills. Problem solving skills. Computer skills. Interpersonal and leadership skills. A valid driver's licence. Preparedness to travel.

DUTIES

: Draft and vet legal documents, such as agreements, affidavits, delegations, reports and correspondence of a legal nature. Conduct research, draft, vet and / or amend legal documents. Manage the performance of the external legal team (where applicable) i.e. State Attorney, State Law Advisers and / or counsel. Provide legal opinions and general legal advice. Conduct research and provide legal opinions or provide legal advice. Manage the performance of the external Legal Team (where applicable) i.e. the State Attorney, State Law Advisors, Legal Counsel. Provide legal and administrative support in respect of Promotion of Access to Information Act (PAIA). Assess requests for access to records held by the Department. Redirect the request to the relevant Deputy Information Officer / line function. Advise the relevant Deputy Information Officer / line function on the processing of the request. Compile and submit annual Section 32 report to the Information Regulator. Manage subordinates. Manage staff. Compile and sign performance agreements with employees. Review performance of all staff according to regulations. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of the Disciplinary Code and Departmental policies and procedures. Provide support and guidance to subordinates. Obtain monthly, quarterly and annual statistics on the subordinates' performance against the Operational Plan for reporting purposes.

**ENQUIRIES
APPLICATIONS**

: Mr A Mokoena Tel No: (012) 312 8404
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

NOTE

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

POST 20/06

: **ASSISTANT DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT REF NO: 3/2/1/2023/412**
Directorate: Fraud Prevention and Ethics Management

SALARY

: R424 104 per annum (Level 09)

CENTRE
REQUIREMENTS

: Gauteng (Pretoria)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma or Bachelor's Degree in Internal Auditing / Risk Management / Criminology. Minimum of 3 years' experience in fraud awareness and prevention management as well as Ethics Management experience and interacting at operational and strategic level. Job related knowledge: Knowledge of corporate governance issues. Knowledge of Fraud Awareness and Prevention Management. Knowledge of Ethics Management. Knowledge of Public Service environment, Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership skills. Good computer literacy in Microsoft Office Suite. Proven project management skills. Excellent communications skills (verbal and written). Excellent facilitation skills. Training skills. Results oriented. Ability to work under pressure. Customer focus. A valid driver's licence. Team management.

DUTIES

: Gather information to analyse fraud trends, patterns and also identify hotspots in the Department on an ongoing basis. Analyse the operational plans, audit queries, management reports, labour reports, forensic investigation reports, internal and external audit reports and any other report that will assist in the trend analysis and fraud hotspots identification. Assist in drafting a trend pattern analysis report on fraud and ethics in the Department. Conduct fraud risk assessment workshop and update fraud risk register on risk management software on an on-going basis and ensure effective Ethics Management. Assist in conducting research and environmental analysis before assessment are conducted. Ensure that environmental scanning of the Branches and Provinces which are assessed including research on trends of fraud and ethics risks is conducted. Facilitate the fraud risk assessment workshop where fraud risk are identified for provincial and national offices throughout the Department. Probe officials to be able to identify fraud risks and ensure action plans aligned to the risk. Capture all the fraud risk registers on risk management system software and ensure all the action plans which were provided manually are accurately captured. Draft reports on the outcome of the assessments for review by the Deputy Director. Conduct ethics risk assessments. Assist to promote anti-corruption by conducting fraud and ethics awareness workshops throughout the Department as per fraud preventions policy and plan operational plan. Analyze the relevant information to determine trends and patterns of crimes. Design posters, newsletters, pamphlets and other publications with anti-fraud and corruption messages. Facilitate fraud and ethics awareness sessions through the Department in collaboration with the Deputy Director. Conduct follow ups on implementation action plans. Review the progress as stated on the follow up register and capture them on risk software system. Follow-up on non-implemented action plans. Assist to compile quarterly reports for Risk Management Committee. Draw reports from the risk management software. Analyse the fraud risk register and make relevant charts. Assist with the reports to Risk Management Committee. Submit fraud risk management information to other relevant stakeholders when necessary. Assist to compile quarterly reports for Risk Management Committee. Assist in drafting fraud prevention and ethics management reports to be presented in the Back Office meetings, Branch Management Meetings and Risk Management Committee when necessary. Report progress regarding the elimination of risks against the operation plans of the Department. Assist in developing the necessary templates to ensure effective reporting on the risk mitigations by the Branches. Assist in performing an analysis on the losses or potential losses including incidents that can negatively impact the Department. Ensure consistency with risk management practices and reporting throughout the Department. Provide assistance in risk report coordination and assist in any risk related information required by Risk Management Committee. Provide financial disclosure support to all designated employees. Assist all employees who are disclosing their financial interest with their usernames and passwords. Ensure that information disclosed by designated employees is verified for completeness and accuracy. Process all outside remunerative work applications. Receive all remunerative work outside Public Services applications and analyze whether the application falls within the requirements. Assist in drafting memorandum in conjunction with the Deputy Director for the reviewing and signing of the Director. Receive all correspondence and disseminate to the relevant applicants upon processing of the application. Keep record of applications processed by the Directorate for reporting to the relevant structures.

- ENQUIRIES** : Mr F Hlaluku Tel No: (012) 312 9519
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001
- NOTE** : African, Coloured and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 20/07** : **SENIOR AGRICULTURAL SCIENTIST REF NO: 3/2/1/2023/424**
Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Appropriate NQF Level 8 qualification in Agriculture (Honours). A qualification in Education, e.g. Post-graduate Certificate in Education, Diploma in Higher Education. Compulsory registration as assessors and moderators. Minimum of 3 years supervisory experience. Job related knowledge: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service. Knowledge of government policies in terms of Agriculture, Land Reform and Rural Development. Knowledge and understanding of the white paper on the transformation of the Public Service (Batho Pele Principles). A strong knowledge of the subject area combined with a broad subject background enabling contributions to teaching programmes. Job related skills: Computer skills. Good knowledge of the subject field. Supervisory and management skills. Formal training and presentation skills / facilitation skills. Extended working hours. The ability to work proactively and under pressure. The ability to work efficiently and effectively at all times. A valid driver's license and willingness to travel.
- DUTIES** : Oversee the development and implementation of the academic curriculum for the subject field according to the relevant quality standards which would, inter alia include the following: Determine training needs of clients and industrial role players (liaise with relevant agricultural role players). Identify gaps in the curriculum, review and develop appropriate interventions e.g course materials / study guides. Compile curriculum. Ensure alignment of course material with requirements set for academic institutions and practical requirements. Participate in peer reviewing of study material and presentation. Prepare syllabus guides, lesson plans and presentation of practical, theoretical and / or short courses in accordance with the set timetable. Ensure assessment and moderation of assessments take place in accordance with the required standards (e.g. Higher Education Quality Committee Standards). Develop and implement capacity building plan. Conduct classes which would, inter alia, include the following: Prepare practical and theoretical lecturing material and study aids. Present lectures and tutorial. Maintain discipline during classes. Compile question papers and memorandums for assessment. Grade answer sheets, papers and assignments. Statistical analysis of results. Invigilate during exams and tests as required. Support students through and advisory and consultative role. Moderation of exams as required. Present short courses / vocational training to Higher Education and Training (HET), Further Education and Training (FET) students and other stakeholders which would, inter alia, include the following: Liaise with industry at various platforms on different aspects of vocational training. Prepare practical material and study aids. Present practical classes. Practical assessment. Provide oversight, guidance, mentoring and assistance to students and other stakeholders on the planning (strategic, operational, fodder flow and financial) and management (day to day livestock operations, data collection and marketing) of production units (mini-farms). Provide oversight to students / stakeholders in the collection, processing and interpretation of data of the production unit. Ensure provision of sufficient quantity and quality of practical training material and equipment (fleeces, livestock, equipment etc). Oversee and conduct applied information research on production units: Do desktop research on subject matter. Identify relevant new information and technology for incorporation in course material. Present findings of research at relevant platforms. Provide verbal and written advice and assistance to farmers in subject field. Perform and oversee administrative and extracurricular functions which would, inter alia, entail the following: Give inputs towards policy. Involved with planning regarding academic, facilities, financial and other related issues. Compilation of

timetables. Perform and oversee administration in terms of classes e.g. attendance registers, student records, exam results etc. Serve on various committees (e.g. subject academic committees etc). Compile and submit monthly and quarterly reports. Human Resource responsibilities including: Supervise subordinates. Development of subordinates. Maintain discipline. Plan and prioritise work of subordinates. Performance management. Monitor expenditure and utilisation of assets. Comply with the Public Service prescripts. Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field. Planning and execution of ATI events such as open days, parent weekends, career exhibitions and information days. Undertake continuous professional development and participate in staff training activities.

ENQUIRIES : Dr L van den Berg Tel No: (049) 802 6740
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

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

POST 20/08 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/415**
Office of the Surveyor General

SALARY : R359 517 per annum (Level 08)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in an administrative environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication (verbal and written). Analytical skills. Problem solving skills. Financial management skills. Report writing skills. A valid driver's licence. Work under pressure and within a team. Willingness to work extra hours.

DUTIES : Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify transport, subsistence, sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate Supply Chain Management Services. Facilitate monthly, quarterly and annual reporting on Supply Chain Management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from internal audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Check draft minutes for accuracy against recording or notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Ms HC Poseka Tel No: (033) 355 2900
APPLICATIONS : Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered during office hours to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

- POST 20/09** : **SENIOR ADMINISTRATIVE OFFICER: ASSET AND FACILITIES REF NO: 3/2/1/2023/414**
 Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
 : Limpopo (Polokwane)
 : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years' experience in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations. Knowledge of Treasury Regulations and Public Finance Management Act (PFMA). Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Knowledge of Barcoded Asset Audit (BAUD) system or any other asset management system. Knowledge of Standard Chart of Accountants (SCOA). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy. Communication skills (verbal and written). Organising skills. Supervisory skills. Liaison skills. A valid driver's license.
- DUTIES** : Facilitate effective and efficient asset management services. Conduct asset verification and spot checks. Maintain asset register. Facilitate barcoding and capturing of newly acquired assets. Coordinate movement of assets. Safeguard assets. Coordinate asset disposal processes. Coordinate appointments of disposal committee. Record and identify disposal of assets requests upon receipts. Complete and file requests for audit purposes. Identify assets to be disposed. Evaluate Information Communication Technology (ICT) assets before presented to the disposal committee. Remove disposal assets from the system. Facilitate facilities management services. Monitor contracts. Assist in assigning offices and parking to new officials. Coordinate cleaning services. Coordinate fumigation of the building. Allocate photocopy machines. Meter readings of photocopy machines are submitted to the service provider. Conduct office needs assessments. Facilitate cell phones services within the Province. Report issues for maintenance. Manage effective and efficient administration. Conduct monthly reconciliation between BAS and LOGIS. Compile monthly operational report.
- ENQUIRIES APPLICATIONS** : Ms D Machoga Tel No: (015) 495 1955
 : 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 20/10** : **SENIOR HUMAN RESOURCE PRACTITIONER: DEEDS PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: 3/2/1/2023/416**
 Office of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and National / Advanced Diploma / Bachelors / Honours Degree in Human Resource Management / Development / Public Administration / Public Management. Minimum of 2 years' working experience in Human Resource Management. Knowledge of Labour and Employment Legislation, Human Resource Policies and Procedures, Public Service Regulations, Performance Management Framework and prescripts, Training and Development policy, Computer literacy (Microsoft Office package), Communication skills (verbal and written), Negotiation skills, Conflict resolution skills, Planning and organising skills and Presentation skills. Teamwork, Working under pressure, Valid driver's license, PERSAL certificate.
- DUTIES** : Coordinate the implement the policy frameworks for performance management and participate in the reviewing thereof. Provide performance management expertise and advice to Human Resource practitioners within the Branch. Analyse current policy, legislative frameworks and prescripts ad identify gaps. Conduct research on performance management policies for the purpose of benchmarking and provide inputs. Provide Performance Management and Development System advice and guidance. Timeously respond to performance management-related queries. Provide technical advice to branch workplan committee and provide secretarial duties where necessary. Train employees

on performance management system and probations and identify gaps in the implementation of the policies. Coordinate the implementation and monitoring of Performance Management and Development Processes. Quality assures submitted Performance Agreements (PAs) and quarterly / biannual reviews. Facilitate moderating committee sittings and provide secretariat support. Monitor adherence of the Branch allocated budget. Compile database of Performance and Development Plans (PDP). Implement employee performance incentives. Quality assures moderated annual assessment reports. Ensure correctness of service records of employees after payment of pay progressions. Assist with the approving of transactions on PERSAL. Provide assistance in identifying and dealing with under-performing employees in the Branch. Establish database of underperformers. Monitor implementation of performance improvement plans. Facilitate submission and capturing of probations. Oversee creation and updating of probation database. Facilitate attendance of Compulsory Induction Program (CIP) and monitor updating of CIP database. Facilitate submission and capturing of quarterly probations forms and Approve probations transactions.

ENQUIRIES : Ms P Hlatshwayo Tel No: (012) 338 7376 / Mr D Munyai Tel No: (012) 338 7070
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 street, Pretoria, 0002 before the closing date as no late applications will be considered.

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

POST 20/11 : **SURVEY TECHNICIAN (GRADE A – C) REF NO: 3/2/1/2023/413**
 Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R353 013 – R513 117 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council as a Survey Technician / Surveyor. Minimum of 3 years' post qualification technical (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, Technical report writing and Creating high performance culture. Job related skills: Decision making skills, Team leadership skills, Analytical skills, Creativity skills, Self-management, Financial management skills, Customer focus and responsiveness, Communication skills, Computer literacy, planning and organising skills, Conflict management skills, Problem solving and analysis skills, People management skills and Innovation skills. A valid driver's license.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process and compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain database. Supervise and control Candidate Survey Technician / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

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

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

- POST 20/12** : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/417**
Directorate: District Office
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Mpumalanga (Nkangala)
REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Science / Law (LLB). Minimum of 1-year experience working with rural communities within the land reform environment. Job related knowledge: Thorough knowledge of land tenure security matters, Transformation of Certain Rural Areas Act (TRANCRA), Upgrading of Land Tenure Rights Act (ULTRA). Job related skills: Communication skills (verbal and written), Negotiation and conflict resolution skills, Strategic management skills and leadership skills, Project management skills, Networking skills, Team management skills, People management skills, Customer and client focus, Statistical forecasting skills. A valid driver's licence. Willingness to travel.
- DUTIES** : Implement communal tenure programmes and land rights legislation to farm occupiers and labour tenants. Implement upgrading of Land Tenure Rights Act Programmes. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of the communal tenure strategy. Implement land rights legislations to farm occupiers. Facilitate the Extension of Security of Tenure Programmes. Facilitate the interim Protection of Land Rights Interventions. Establish communal property institutions. Investigate enquiries relating to communal property institutions. Participate in all structures created in terms of the Communal Property Associations (CPA) strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of CPA programmes within the project cycle. Implement communal tenure programmes. Implement communal tenure systems and procedures. Investigate enquiries relating to communal tenure. Participate in all structures created in terms of communal tenure strategy. Inform individuals or group applicants of land policy and options available. Produce project identification reports. Provide accurate project documentation and records. Provide the relevant role-players / stakeholders with project support requirements information. Ensure that formal agreement / memoranda of understanding are established to secure post-transfer support to beneficiaries. Complete the necessary administrative tasks related to the implementation of the communal tenure programmes within the project cycle. Conduct Labour Tenants Programmes. Investigate claims lodged in terms of the Labour Tenants Act (LTA). Advise beneficiaries in terms of settlement choices.
- ENQUIRIES** : Ms PS Sihlabela Tel No: (013) 754 8027
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered during office hours to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 20/13** : **ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/421**
Directorate: Rural Development
- SALARY** : R294 321 per annum (Level 07)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Mr LS Mahasha Tel No: (015) 495 1956
: 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

: African, Coloured, Indian 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.

- 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
- CLOSING DATE** : 26 June 2023 at 16:00
- NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, 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. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POST

- POST 20/14** : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/17**
- SALARY** : R811 560 per annum, (all inclusive)
- CENTRE** : Provincial Office: Kimberley
- REQUIREMENTS** : Three (3) years tertiary qualification in Public Administration/ Business Administration/ Development studies. Certificate in Project Management/ Financial Management/ Contract Management will be added advantage. Two (2) years management experience. Three (3) years' experience in Project Management. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act. All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organising. People Management. Conflict Management. Analytical. Problem Solving. Communication and ability to think strategically. Computer literacy. Skills Development Act. Event Management and Contact Management. Coordinate. Facilitation. Project Management.
- DUTIES** : Engage with relevant stakeholders on training/skills programmes that will benefit UIF beneficiaries. Monitor the activities of Institutions receiving funding

and report on constrains including corrective actions. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in cooperation with the Unit Communications within the Fund. Monitor institutions, learners and beneficiaries.

ENQUIRIES

: Mr. Z Albanie Tel No: (053) 838 1502

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
Cape Town and Eastern Cape: May be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 26 June 2023
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 20/15** : **DIRECTOR: COASTAL DEVELOPMENT & COORDINATION REF NO: OC15/2023**
- SALARY** : R1 162 200 per annum, (all-inclusive package)
- CENTRE** : Cape Town
- REQUIREMENTS** : Undergraduate Degree in Sciences/Environmental Management (NQF7) or relevant equivalent qualification. A minimum of 5 years' experience at middle managerial level in environmental management field. Successful completion of the Public Service Senior Management Leadership Programme. Knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the Oceans and Coasts Environment. Knowledge of integrated

coastal management. Knowledge and experience in Planning, Monitoring & Reporting. A thorough understanding and experience of project management. Knowledge of an inter-governmental system. Knowledge public service and government administrative prescripts, policies and procedures. Knowledge of financial and procurement administrative procedures (PFMA & Treasury Regulations). Good strategic capability and leadership, analytics skills and understanding of environmental issues. Experience in strategic planning, programme and project management, and organizational transformation. Computer literacy and good communication skills (both verbal and report writing) with advanced experience in stakeholder engagement, and sound problem solving and analytical skills.

DUTIES : Develop and maintain strategies for the sustainable development of the coast. Implement and support coastal management institutional arrangements including providing secretariat support for statutory forums. Implement, review and monitor institutional/ statutory coastal management programmes. Engage with stakeholders on outputs, indicators and dependencies. Develop Reports required by legislation Promote sustainable coastal development through regulation and decision support. Develop and enhance coastal decision support tools. Issue permits in terms of coastal legislation. Ensure high quality, effective and timely inputs to Departmental queries, questions and documents. Submit all Mandates/inputs for international engagements within required timeframes. Submit all Cabinet documents within required timeframes. Effectively and efficiently manage the Directorate finances and projects. Manage the quality control of all outputs in the Directorate. Strategically and effectively manage the Directorate.

ENQUIRIES : Adv. R Razack Tel No: (021) 493 7037
CLOSING DATE : 03 July 2023

OTHER POST

POST 20/16 : **DEPUTY DIRECTOR: COMMERCIAL FORESTRY REF NO: FOM33/2023**

SALARY : R958 824 per annum
CENTRE : Eastern Cape
REQUIREMENTS : Degree/National Diploma (NQF6) in Forestry or relevant equivalent qualification within related field with a minimum of three (3) years relevant experience of which three (3) of them should be at entry/junior managerial level (Assistant Director level or equivalent) relevant experience in Commercial Forest management Knowledge of Forestry and environmental management sector, Project and programme management, Public finance regulations, Public service regulations, Knowledge of all relevant Acts such as NFA, NEMA, NEMBA, Protected areas, NVFFA, Enumeration for collection of data, Job Knowledge, Quality of Work, Planning and Execution, Acceptance of responsibility, Communication, Interpersonal relationships, Financial management, Technical skills transfer, Leadership skills, Facilitation and negotiation skills, Analytical skills, Report writing skills, Computer literacy. Honesty, Ability to work long hours voluntarily, Ability to develop and apply policies, Ability to work individually and in team, Ability to work with difficult persons and to resolve conflict, Initiative and creativity, a valid driving license and must be willing to travel.

DUTIES : The successful incumbent will be responsible for Managing and coordinate the implementation, maintenance, and improvement of the Sustainable Forest Management (SFM) business processes. Develop and implement plans that will facilitate the rehabilitation and restoration of timber within the forest plantations in the province. Business processes for SFM are developed, implemented, reviewed, and disseminated to all forest managers within the Departmental plantations. ensure procurement plans in line with allocated budgets are in place, project management and management of Professional Service Providers. Ensure development, review, and implementation of forest growth and yield model for commercial forest plantations., Maintain an inventory for biological asset register through stock enumeration, develop plan to ensure physical verification is conducted for all state forest plantations in the Region, Ensure and support monitoring and assessment of the performance of state forest plantations against the principles, criteria and indicators of sustainable forest management, including the implementation of policies and regulations, ensure that revenue collection in the plantations is in line with finance policies and prescripts, Advice the management on forestry related

issues. Monitor forest protection for risk and mitigation. Identify the risk areas and develop interventions for the protection of forests and strengthening human resource development, technical capacity and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests, To ensure efficient and effective rapid response to forest fires and fires threatening forests, develop strategies and fire protection plans, Participate in the Fire Protection Association activities in the region. Facilitate the establishment of liaison Forums and manage stakeholder liaison, Deal with all queries relating to forestry issues within the region, participate in the forestry provincial development forums and development initiatives by other organisations, Engagement with the local communities in ensuring participation in forestry management, Represent the department in local and international conferences. Address internal and external audit findings by: Providing management response to RFI, ensure portfolio of evidence is submitted to AG, ensure audit action plans are developed for audit findings, Monitor progress on audit action plans, ensure maximum participation of commercial forest in the implementation of forest sector master plan.

ENQUIRIES : Ms. GC Sgwabe at 060 972 9774

POST 20/17 : **SCIENTIST PRODUCTION GRADE A: STOCK ASSESSMENT REF NO: FIM 24 /2023**

SALARY : R687 879 per annum, (an all-inclusive annual remuneration package)
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : BSC Honours degree in Science /Natural or equivalent qualification in related field (NQF8) plus three years post qualification experience in natural science or relevant field and Compulsory registration with SACNASP as a Professional Natural Scientist. Knowledge: Practical knowledge of modeling and stock assessment techniques; Application of relevant software, including statistical and modeling software (e.g., R, ADMB. Programming skills relevant to building, improving, and running fisheries stock assessment models and related statistical and Mathematic Skills: Data analysis and statistics; Computer-aided scientific applications. Strong quantitative focus; programme and project management. Ability to gather and analyse information. Ability to work individually and in a team. e. Ability and willingness to work at sea.

DUTIES : Perform scientific analysis and regulatory functions: Conduct analysis of scientific data (statistical analysis and modeling) fisheries stock assessment on a broad range of fisheries resources; (iv) Apply Operational Management Procedures to generate information and scientific advice for sustainable fisheries management. Develop and implement methodologies, policies, systems and procedures: Identify gaps and develop appropriate interventions; Develop working relations with fisheries industry, small scale fisheries, all fisheries right holders. Research and development: Conduct basic and applied research on fisheries stock assessment and management procedures; Perform research/literature studies to improve expertise; Publish and present research findings. Provide scientific support and advice: Provide scientific data, information and advice when required; Develop scientific advice and documentation for sustainable fisheries management. Human capital development: Train, mentor and develop junior personnel on data-analysis related queries; Supervise scientific work and processes. Supervise scientific data archiving and retrieval as appropriate.

ENQUIRIES : Ms L Nomxego e-mail: LNomxego@dffe.gov.za

POST 20/18 : **CONTROL ENVIRONMENTAL OFFICE: GRADE A: CARBON SINKS MITIGATION REF NO: CCAQ12/2023**

SALARY : R554 490 per annum
CENTRE : Pretoria
REQUIREMENTS : A four-year Degree or equivalent qualification in Natural or Environmental Sciences plus six (6) years post qualification experience in the relevant field. Environmental Management Atmosphere, plant & soil interlinkages, and dynamics. Forestry dynamics in South Africa. South African Vegetation Biomes. Land Use and Land Use Change dynamics. IPCCs Work on Agriculture, Forestry, and Other Land Use (AFOLU). Climate Change. Computer Modelling. Global Change issues. Project management. Finance/budgeting Administration. Climate Change and Adaptation. PFMA, other Financial Management and associated prescripts. Technical and

financial reporting. Public Service legislation. Departmental policies and procedures. Skills: Organising skills; Basic Facilitation skills; Communication skills; Computer literacy; Technical writing skills; Presentation skills; Project Management skills; Interpersonal skills; Analytical thinking; Networking skills. Personal Attributes: Strong familiarity with project management software tools, methodologies, and best practices; Experience seeing projects through the full life cycle. Proven ability to complete projects according to outlined scope, budget, and timeline. Strong organization, coordination, and planning ability. Excellent verbal and written communication. Interpersonal, self-driven and approachable. Solutions-driven and proactive. Ability to work both independently and in a team; ability to work under pressure.

DUTIES : Facilitate and coordinate carbon sinks research and climate change mitigation responses related to land and ocean. Facilitate the development, review, and alignment of exiting AFOLU sector policies, legislation and regulation that have an impact on national carbon sinks. Support the development of sectoral emission targets/carbon budgets/policies, measures, and instruments (carbon tax) to achieve emissions reductions for the AFOLU sector. Model/project and update emissions profile for the AFOLU sector and stratify by national and sub-national scale. Analysis and review of the AFOLU sector greenhouse gas inventory data. To co-ordinate and facilitate arrangements for stakeholder consultation in the AFOLU sector.
Mr. J Witi Tel No: (012) 399 9048

ENQUIRIES

POST 20/19 : **ASSISTANT DIRECTOR: ENVIRONMENTAL RESOURCE MANAGEMENT REF NO: EP07/2023**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
: Pretoria
: National Diploma (NQF6) in Forestry/Nature Conservation/ Environmental Management or relevant qualification. A minimum of three (3) years' experience in Environmental Management or in the relevant field. Knowledge of Environmental legislations and regulation development. Knowledge of veld and forest fire legislation including integrated fire management, Alien invasive plants including control methods and Indigenous plants identification. Understanding of natural resource management. Understanding of government standard administrative procedures, quality standards and contract management. Experience in Geographical Information System and map reading. Communication skills (written and spoken). Research and analytics skills. Programme and Project Management skills. Report writing skills. Interpersonal relations. Coordination skills. Organizational and planning skills. Advanced computer skills. Valid driver's license and willingness to travel and work long hours with limited supervision. Knowledge of the Public Finance Management Act (PFMA) and treasury regulations. Ability to work under pressure and long hours. Willingness to travel long distance and spend time away from home. Willingness and capable of walking long distance in remote areas including mountainous and conservation areas.

DUTIES : Conduct second party quality compliance assessments within the Environmental Programmes. Assess compliance with quality standards, industry requirements and Environmental Programmes operational procedure. Conduct second party quality Compliance verification within the Environmental Programmes. Conduct Projects field quality compliance verifications. Assist in the development and reviewing of Environmental Programmes branch quality assessment and verification documentation and SHEQ Procedures. Conduct and Coordinate Quality Compliance Support Training Sessions. Monitoring of EP Projects quality compliance recommendations.

ENQUIRIES : Mr N Maremba Tel No: (012) 399 8561

POST 20/20 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: CFO26/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Pretoria
: A Bachelors Degree/National Diploma (NQF6) in Supply Chain Management or equivalent qualification within the related field coupled with 3-5 years' experience in Supply Chain Management under Demand Management. Knowledge of procurement and business practices. Ability to establish and manage Demand systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices,

legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and Demand plan of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Skills & Competencies: Advanced skills in policy formulation; Advanced negotiation skills; Adequate skills in computer use; Advanced skills in financial. Advanced skills in respect of formal presentation and public speaking; negotiation skills; management and project management. Good interpersonal relations; Relationship Management and Stakeholder engagement. Personal Attributes: Ability to work long hours voluntarily and under pressure; Ability to gather and analyze information. Ability to develop and apply policies; Ability to work individually and in a team; Ability to work with difficult persons and to resolve conflict.

DUTIES

: Manage the administration of databases. Facilitate inputs of the procurement plan from the Branch: Directors of Administrations. Compile a comprehensive procurement plan with critical delivery date(s) per branch and submit to supervisor for verification. Monitor implementation and update the procurement plan as per project estimated date and cost. Check the correctness of the goods and services in order to mitigate DFFE procurement risk and eliminate audit exposure. Manage the creation of User profiles on the National Treasury Contract Management system. Coordinate supplier registration process and provide different reports on the database. Conduct Market analysis and establish best practices. Ensure that all compatible and relevant documentations are submitted with database application form. Conduct market research to establish new technologies. Implement best sourcing strategy. Conduct benchmarking with best practices. Develop new procurement techniques.

ENQUIRIES

: M F Maleho fmaleho@dffe.gov.za

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 26 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 20/21** : **SENIOR ADMINISTRATIVE OFFICER: ETHICS AND INTEGRITY REF NO: NDOH 23/2023 (X2 POSTS)**
Directorate: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum, (plus competitive benefits)
: Pretoria
: A National Diploma (NQF 6) qualification in Public Management/Public Administration/ Risk Management/Auditing or Financial Management. A Bachelor's degree in the above fields will be an advantage. At least two (2) years' functional experience in Ethics and Integrity/Risk Management/Fraud Investigation or Internal Audit environment. Sound and in-depth knowledge of the legislative framework governing the Public Service. Knowledge of the Public Service Act, Public Service Regulation, PFMA, Treasury Regulation and LOGIS system. Good communication (verbal and written), problem solving, analytical, time management, project management, planning, organising and computer skills (MS Office package). A valid driver's licence.
- DUTIES** : Facilitate the implementation of ethics strategy, code of conduct, policies and programmes in the department. Assist in the implementation of the ethics management plan. Promote financial disclosure information and maintain the database within the department. Ensuring that gift register for the department is up to date. Facilitate the awareness programme regarding integrity matters within the department. Arranging awareness programmes for presentation to the department officials. Conduct ethics related investigations in the

department. Administer Ethics prevention plan, Ethics Detection strategy and investigate all received Ethics cases. Provide secretariate services to Ethics Committee. Record and compile meeting minutes and resolution/actions of Ethics Committee meeting and coordinate the sign-off of the minutes after adoption at meetings. Provide administrative support services to directorate. Managing the correspondence to and from stakeholders.

ENQUIRIES
NOTE

- : Mr A Masemola Tel No: (012) 395 8452
- : 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

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required).
- CLOSING DATE** : 07 July 2023
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

MANAGEMENT ECHELON

- POST 20/22** : **CHIEF DIRECTOR REF NO: DHET01/05/2023**
Branch: Corporate Management Services
Chief Directorate: Corporate Communications
- SALARY** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate bachelor's degree/advanced diploma (NQF level 7) in Corporate Communication and Media Liaison or related qualification. A minimum of ten (10) years of relevant work experience in corporate communication and media liaison with at least five (5) years of proven experience at a senior managerial level. Knowledge of the post-school education and training environment will be an added advantage. Stakeholder relations management, Strategic capability, and leadership. Financial management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills. Computer literacy. Project management. High level of public relations skills. Media monitoring skills. High level of stress tolerance and ability to maintain a high work ethic and attend to various tasks simultaneously. This is a Senior Management position, which requires a hands-on, strong, and dynamic leader who will lead and coordinate a team of professionals in undertaking a range of tasks requiring analytical, interpretive, and negotiating skills and ensure effective communication of the Department's policies and programmes. The successful candidate will be expected to have extensive knowledge of and insight into education and training in South Africa and internationally. A willingness to work irregular hours and travel extensively. A valid driver's license.

- DUTIES** : Strategic leadership and management of corporate communication and media liaison; Design strategic, dynamic and proactive corporate communication's management system; Develop corporate communication's strategies and policies; Establish beneficial networks in the corporate communications area and political circles; Direct the benchmarking of the corporate communications chief directorate's work outputs, end products and methodology against the best international practice; Portray a professional image by ensuring that corporate communications resources are efficiently and effectively employed; Manage and maintain the department's communication technology infrastructure including website, call centre/hotline, corporate branding, and publications; Review infrastructure needs information systems based on operational and management commitment of the Chief Directorate; Design system to implement strategies to ensure adherence to policy and procedures pertaining to requisition, utilization and disposal of fixed assets and consumables; Perform functions as per the SMS Core Management Criteria in the competency framework. Other Attributes/Skills: Confidentiality, honesty, team player, analytical and Batho Pele principles.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/23** : **CHIEF DIRECTOR: POLICY DEVELOPMENT AND RESEARCH REF NO: DHET02/05/2023**
Branch: University Education
Chief Directorate: Higher Education Policy Development and Research
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Studies or Development Economics. A relevant postgraduate qualification will be advantageous. A minimum of ten (10) years' work experience in the post-school education and training sector, five (5) of which must be at the senior management level. Extensive experience in research, policy, project planning and management. Excellent knowledge and understanding of the legislative and policy context; regulatory frameworks governing the higher education system in South Africa and broadly internationally are basic requirements. Understanding of the government's requirement in the policy development process with experience in the application of relevant theories, such as the theory of change; grounded theory; and others. Demonstrable extensive use of qualitative and quantitative research methods in data analyses. A full appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. Demonstrable experience in the use of monitoring and evaluation tools in the implementation of policies and projects. Analytic; critical; strategic thinking; data interpretation; excellent writing and presentation skills are all critically essential for the post. Analysis of large data is a critical skill required for the post. Understanding the role of each critical stakeholder in higher education is essential. Knowledge and understanding of local and international trends in higher education and higher education policies. Ability and reputation to build relationships both individually and institutionally. Ability to interact effectively and clearly communicate with stakeholders in Higher Education and beyond. Excellent communication both in writing and verbally including high-level report writing. Demonstrable experience in working with teams and working within short deadlines. A creative and innovative thinker. The appointee must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and other government departments or entities. A valid driver's license and willingness to travel. Ability to work excellently with MS Suites such as Word, Excel, and PowerPoint. Writing skill is a crucial requirement and necessity. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting. A willingness to work irregular hours and travel extensively. A valid driver's licence.
- DUTIES** : The scope of work for this position includes, but not be limited to: development, review and implementation of policies in various areas of higher education; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output Policy and the Policy on the Evaluation of Creative Outputs and Innovations Produced by Public Higher Education Institutions which require improvements from time-to-time. Both policies lead

to the allocation of research subsidies to universities and the compilation of annual analytic sector and individual institutional reports. The incumbent will lead a team of professionals in the three Directorates within the Chief Directorate, as well as advise the University Branch, the Deputy Director-General of the branch, the Director-General and the ministry on matters relating to higher education policy and generally on pertinent higher education developments. The incumbent will be responsible for guiding research of and for higher education policies and the development of relevant policies.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/24 : **CHIEF DIRECTOR: INSTITUTIONAL GOVERNMENT AND MANAGEMENT**
SUPPORT REF NO: DHET03/05/2023

Branch: University Education

Chief Directorate: Institutional Government and Management Support

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management, Governance, Economic Development, or related qualification. A minimum of ten (10) years' work experience in the post-school education and training sector, five (5) of which must be at the senior management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African higher education landscape, and specifically the legislative frameworks, policies and regulations that govern the sector. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the leadership of universities, student bodies, and various Higher Education Sector Boards and Councils, as well as various government departments. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : The scope of the Chief Director's work will include but not be limited to: Providing governance and management support to Councils, Boards and management structures in public higher education institutions (universities and higher education colleges), national institutes and relevant public entities; Developing, implementing and monitoring financial and governance reporting requirements of higher education institutions; Providing governance and management support for the establishment of new institutions as required; Developing, maintaining and managing the implementation of the Annual Reporting Regulations for universities; Developing institutional and system-wide performance indicators for monitoring and evaluating the financial health, good governance and transformation of the HE system; Developing and implementing capacity building programmes for higher education governance structures including Councils, Boards, Student Representative Councils, and Institutional forums; Managing the transfer of subsidies and earmarked funds to Universities and public entities and associated financial monitoring and accounting; Liaising with the Council on Higher Education; the National Student Financial Aid Scheme and National Institutes for Higher Education particularly in relation to their budgets and financial reporting; Managing all aspects related to the appointment of independent assessors, administrators, to higher education institutions, institutes and relevant public entities; Managing the promulgation of statutes of universities and appointments of Ministerial Appointees to Councils, Boards and other governance structures; Providing development support to student leadership structures, and student support services, including registration support and mediation with management as necessary; Developing and implementing policy to ensure equitable access to student funding through effective oversight of the National Student Financial Aid Scheme (NSFAS) and other student funding mechanisms; Managing all complaints and queries related to the public higher education sector and Strategic Planning and managing of resources allocated to the Chief Directorate in line with the Senior Management Service in line with the CMC framework.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/25 : **CHIEF DIRECTOR: TEACHING, LEARNING AND RESEARCH DEVELOPMENT REF NO: DHET04/05/2023**
Branch: University Education
Chief Directorate: Teaching, Learning and Research Development

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education, Sociology, or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of ten (10) years relevant experience in a higher education or related context, of which at least five (5) years must be in a senior management position. An extensive knowledge of, and insight into higher education practitioner, teacher and lecturer education policies, qualifications and programmes; and teaching and learning in universities; Extensive knowledge of quality assurance processes and mechanisms in Higher Education; Highly developed research and information management skills; Excellent project management and communication skills, including proposal and report writing; The ability lead a team; The ability to develop, support and monitor the implementation of policies; The ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players; Good computer skills. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : The scope of work of the Chief-Director: Teaching and Learning Development will include, but not be limited to leading and managing the Department of Higher Education and Training's responsibilities with respect to: Developing, supporting and monitoring the implementation of policies and programmes to ensure that a suitable range of quality initial professional, post-professional and postgraduate teacher education qualifications are available at universities that enable sufficient production and further development of professionals working in the range of education sub-sectors including ECD (birth-4 years); schooling, technical and vocational education and training, community education and training and university education; Developing, supporting and monitoring the implementation of policies and programmes to strengthen teaching and learning at universities towards improved learning outcomes, including oversight on the qualitative use of government funds, and earmarked grants allocated to enhance teaching; learning and staff development at universities; developing, supporting and monitoring the implementation of policies and programmes on the evaluation and recognition of qualifications for employment in the range of public education sub-sectors, including providing a service to other government departments in this regard; overseeing the establishment and ongoing management of a coordinated postgraduate scholarships management system within the Department of Higher Education and Training.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/26 : **CHIEF DIRECTOR: UNIVERSITY PLANNING AND INSTITUTIONAL FUNDING REF NO: DHET 05/05/2023**
Branch: University Education
Chief Directorate: University Planning and Institutional Funding
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Financial Management, Governance, Accounting, Statistics, or related qualification. A relevant post-graduate qualification will be an added advantage. Consideration will be given to candidates with in-depth knowledge of the higher education sector as well as ten (10) years' experience with at least five (5) years of proven experience in the senior managerial position. Expertise in one or more of the following areas is a requirement: institutional research and planning; infrastructure planning; academic programme development and enrolment planning; funding of universities; and higher education management information systems. Knowledge and understanding of

the value chain of applications towards registration and admission to the institution would be an added advantage. The incumbent must be a strong communicator with the ability to interact with high-level academics and university managers, different branches in the Department of Higher Education and Training, other government departments, public entities, professional bodies and education and training institutions. Further requirements are excellent and proven project management capabilities; strategic thinking, problem-solving and financial management skills; proposal and report writing, and computer skills. Good knowledge and understanding of the Higher Education Act, Funding Framework for Universities, Higher Education Qualification Sub-Framework, and White Paper for the Post School Education and Training (PSET) System. Knowledge of public sector budgeting and planning will be an added advantage. The incumbent should be able to perform in a team environment and take responsibility for managing new developments in the higher education system. The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations and entities. Willingness to travel domestically and internationally. A valid driver's license.

DUTIES : will include, but not be limited to, providing strategic leadership and management support to four Directorates to ensure: the growth of quality public higher education provisioning through enrolment planning processes, the management of programme applications and the development and maintenance of institutional PQMs on a national level, and the development of a Ministerial Enrolment Planning Statement; the development of new initiatives within the public higher education system; the development of the Central Application Service (CAS) for the PSET; determining funding allocations to public higher education institutions, and presenting an annual Ministerial Statement for University Funding; monitoring the use of earmarked funds by universities monitoring the use of infrastructure and efficiency funds in line with the Macro Infrastructure Framework for the public higher education sector; the implementation of the student housing infrastructure programme at universities; requests in terms of section 40 of the Higher Education Act; the maintenance and new developments of the higher education management information system for public institutions; providing data support to both internal and external stakeholders of the DHET with a focus on reporting, system and technical requirements; and submissions and verification of HEMIS data to enable funding allocations and cohort studies.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/27 : **CHIEF DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION REF NO: DHET06/05/2023**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced national diploma (NQF Level 7) in Education Training and Development/Project Management/ Business Administration/ Management and/ or related qualification. A relevant postgraduate qualification will serve as an added advantage. A minimum of ten (10) years of relevant work experience with at least five (5) years at the senior management level in managing projects or programmes on a national scale in the private or public sector. This senior management position in a core functional area requires a dynamic individual with proven strategic management, leadership, and people management capabilities to lead eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to excellent project and programme management, technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client-oriented, customer focused and be able to perform in a team environment. Good knowledge of the Post- School Education and Training system will be an added advantage. Good computer skills. Candidates

must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight time-frames. A willingness to work irregular hours. A valid driver's license.

DUTIES

: Head the NSF's core function area of skills development implementation consisting of eight directorates; with an estimated staff complement of +- 70 permanent employees and +- 40 interns; which some will also be located in the regions across the country; To oversee and provide strategic direction to the initiation, monitoring and evaluation of skills development implementation initiatives funded by the NSF. Programme management: Oversee the development and management of a programme management framework for the standardised coordination and management of programmes. Oversee project alignment to their assigned programmes. Oversee the development and implementation of a standardised project management approach and methodology. Oversee the establishment and utilisation of a standard reporting framework and regular reporting is conducted on projects. Oversee the management and monitoring of project activities through quality management and detailed plans and schedules. Initiation and evaluation of projects funded by the NSF: Oversee activities related to the initiation and evaluation of projects and programmes. Oversee the review of operational policy for projects and programmes. Oversee the development and management of the Grants Disbursement Framework. Oversee the engagement of the Evaluation and Adjudication Committees. Regional monitoring of projects funded by the NSF: Oversee activities related to the monitoring of projects. Oversee the effective development and utilisation of monitoring frameworks for projects and programmes. Oversee project performance reporting. Oversee the financial management and performance of projects and programmes. Implementation of strategic business plans: Oversee the allocation of new projects to the Directors in the Skills Development Implementation Chief Directorate to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes by Directors within Chief Directorate. Oversee the effective management of duplications across projects and programmes within Directorates and provision of advice on these. Oversee prioritisation of projects and programmes in line with the broader strategy and objectives of the NSF. Oversee the achievement of strategic objectives and operational excellence of the Chief Directorate. Stakeholder engagement and reporting: Oversee and engage internal and external stakeholders relevant to initiation and evaluation of projects and programmes. Oversight of reports received from Heads regarding Skills Development Initiatives of the NSF and the PSET sector. Develop consolidated reports for the Chief Directorate and provide key insights to the internal and external stakeholders. Manage the resources of the Chief Directorate: Develop the operational plan for the Chief Directorate and oversee its implementation. Lead budgetary planning for the Chief Directorate and account for allocated budget. Oversee adherence to policy and statutory directives relevant to the post school education sector. Oversee the execution of the operational plan for the Chief Directorate, including a budget, performance targets, and measurement metrics and reporting. Oversee the provision of adequate capacity within the Chief Directorate to achieve its objectives. Oversee the management of the performance of employees in accordance with policy. Oversee the provision of necessary information and resources for employees to deliver on the objectives and targets of the Chief Directorate. Lead and motivate employees to create a culture of high performance. Oversee the management of employee-related matters within the Chief Directorate. Participate as an active member of the NSF Executive team and Chief Directorate management team: Operate within delegated authorisation. Always adhere to the values of the NSF. Develop consolidated reports for the Chief Directorate and provide key insights to the NSF Executive team. Actively participate in executive and Chief Directorate meetings. Positively support the implementation of all Executive and Chief Directorate management decisions. Actively participate in internal and external forums and committees.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/28</u>	:	<u>DIRECTOR: ACADEMIC PLANNING, MONITORING AND EVALUATION</u> <u>REF NO: DHET07/05/2023</u> Branch: University Education Chief Directorate: University Planning and Institutional Funding Re-advertised and candidates who had previously applied may re-apply
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ advanced national diploma (NQF Level 7) in Management, Governance, Public Administration, or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years of relevant experience at the middle management level in the development of the academic qualifications and enrolment planning environment. Knowledge and experience of the higher education sector with specific reference to strategic and institutional planning; academic planning including an understanding of the development of academic qualifications, and enrolment planning; outstanding knowledge of the higher education policy environment. Knowledge of the funding of public universities and the Higher Education Management Information System; excellent project management and communication skills, including proposal and report writing, ability to lead a team and take responsibility for managing new developments and projects in relation to the Higher Education sector; good computer skills; a valid driver's license. Knowledge of the national and international higher education systems will be an advantage; knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	The scope of the Director's work will include but not be limited to: facilitating the enrolment planning processes on a national level; Analysing institutional and national plans with a specific focus on enrolment planning and qualification offerings; Managing, monitoring and evaluating the applications for new academic qualifications' submissions according to the Higher Education Qualifications Sub-Framework for inclusion on the PQM database of public Higher Education Institutions; Monitoring of the Higher Education sector in terms of the approved enrolment plans of universities; Managing processes towards the expansion of the higher education system including new universities, Higher Education colleges, University colleges and campuses; Managing the daily activities and the budget of the Directorate; Responding timorously to requests for briefing notes and responses to all correspondence, including parliamentary questions.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/29</u>	:	<u>DIRECTOR REF NO: DHET08/05/2023</u> Branch: Planning, Policy, and Strategy Chief Directorate: International Relations Directorate: Africa and Middle East Re-advertised and candidates who had previously applied may re-apply
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in International Relations/ Political Science/ Public Administration/ Management or related qualification. FA minimum of eight (8) years' experience with at least five (5) years' experience at the middle management level in International Relations. A relevant post-postgraduate qualification will be a distinct advantage Sound understanding of development issues and trends will be an added advantage. A clear understanding of the role of education in development and international relations and well-versed with the Government's foreign policies. Excellent leadership and strategic capability; Proven high-level liaison; excellent written and verbal communication skills; Computer literacy; research and policy formulation skills.; presentation skills, problem-solving and analytical skills. Client orientation and customer focus. Candidate must have integrity and be diplomatic, trustworthy, diligent display a high level of professionalism and be adaptable. Knowledge and understanding of post-school education environment, skills development, and

training sector. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: The appointee will head the Directorate and will: Service all bilateral and multilateral agreements and manage the overall cooperation programmes; Develop relevant policies and programmes to achieve the implementation of the international programmes in education and training; Oversee the research of educational developments in the countries with which the Department is dealing; Strengthen partnerships with international agencies and foreign governments; promote the issues of international relations concerning education and training matters between South Africa and the continent and the Middle East; Promote and maintain partnerships are guided by the Government's foreign and education and training policies; Provide advice and guidance on Africa and Middle East partnerships and render administrative support services; Manage the outreach partnership with developing countries; Perform delegated duties and responsibilities under the Public Finance Management Act; Manage the MTEF budget and monthly cash flow statements and provide strategic leadership to staff.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/30

: **DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS REF NO: DHET09/05/2023**
Branch: Corporate Management Services
Chief Directorate: Information Technology and Business Management Systems
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Information Technology or related qualification. A relevant postgraduate qualification in Information Technology will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years' experience at the middle management level in Information Technology or a relevant field. Knowledge of Information Technology Infrastructure and Applications. Good understanding of ICT policy frameworks within the Government; Public Finance Management Act, Treasury Regulations, Electronic Communication and Transaction Act; SITA; COBIT; Information Technology Infrastructure Library. Understanding of corporate governance, risk management of ICT and policy development and interpretation. This position requires a dynamic individual with proven strategic planning, leadership, change management and people management capabilities. Experience in budgeting, financial management and project management, including analytical capability and report writing. Ability to lead a team and to develop support, monitor and evaluate the implementation of ICT policies as part of service delivery innovation; Good problem-solving skills; client orientation and customer focus; good computer skills. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: The scope of the Director's work will include but is not limited to managing Information Technology Support and operations; effective and stable IT infrastructure services to the Department. Manage the development and implementation of IT infrastructure policies, standards, and procedures. Manage Enterprise Service. Design, plan, and execute all IT infrastructure projects to deliver capacities that support DHET business requirements. Manage all IT infrastructure in relation to servers, networks, storage, and telecoms that are available, scalable, and secure as per government and department requirements. Manage and report on the capitalised IT expenditure per person in the department. Manage LAN and Desktop support services and maintenance. Manage and monitor IT strategy in line with strategic management plans and business processes. Oversee IT governance and risk management; develop a risk management and information security framework. Ensure compliance with relevant legislation and ICT frameworks. Develop and implement all ICT and analytics policies and procedures. Develop and implement the ICT and information disaster management framework and strategies to mitigate ICT risks. Oversee data management and ensure that data management facilities comply with legislative standards and requirements. Manage the resources of the Directorate-develop the

- operational plan for the Directorate and ensure its implementation and conduct budgetary reviews, prepare monthly reports and presentations as required. Participate as an active member of the Directorate management team.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/31** : **DIRECTOR: APPLICATION DEVELOPMENT AND MANAGEMENT REF NO: DHET10/05/2023**
Branch: Corporate Management Services
Chief Directorate: Information Technology and Business Systems Management
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma at NQF Level 7 in Computer Science Information Technology Management or related qualification as recognised by SAQA. A minimum of eight (8) years' experience with at least five (5) years' relevant experience at a middle management level in the Information Technology Management and Knowledge Management field. The candidate must have proven strategic and leadership capabilities. Understanding and experience in policy development, information systems development, and information management. Knowledge and understanding of ICT policies, processes, and procedures. Knowledge of IT systems and governance frameworks such as MISS and MIOS and international IT governance frameworks such as ITIL and COBIT; knowledge in data quality, data governance, master data management, information strategy, data science, and business analytics will be an advantage. Excellent communication skills (written and verbal). Knowledge of and understanding of change management, people management, client orientation and customer focus, diversity management and risk management. Research and analytical skills; Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post. A willingness to work irregular hours and travel extensively. A valid driver's license.
- DUTIES** : The Director's responsibilities will be to develop, implement and manage a DHET ICT strategy in alignment with the department's business objectives and broader government information technology strategies; Develop and manage the effective implementation of ITC policies, processes and procedures; Manage all IT Service Level Agreement and Business Agreements between the DHET and suppliers (including SITA) and ensure compliance to all agreements; Oversee and manage ICT research and advisory services in support of DHET core business requirements; Develop, manage and implement reliable, efficient and cost-effective IT systems, architecture, infrastructure and IT operational support services to meet the Departmental requirements and to support the IT system of DHET entities and institutions. Provide IT and records management services; Manage the alignment of the DHET's information security to legislation, government standards and security frameworks; Manage and ensure the compliance of all systems to government IT policies such as MISS and MIOS and provide IT governance functions in accordance with international governance frameworks such as ITIL and COBIT; Represent the Department of Higher Education and Training on the Government Information Technology Council; Responsible for overseeing the provision of expert advice, awareness and training on information security systems; Manage organisational reengineering; Manage the Chief Directorate resources effectively.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/32** : **DIRECTOR: MARKETING AND PUBLIC RELATIONS REF NO: DHET11/05/2023**
Branch: Corporate Services
Chief Directorate: Corporate Communications
Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Marketing/ Communication/ Public Relations/Journalism/Business

Administration or related qualification. A relevant post-graduate qualification and/or experience in Marketing/ Public Relations/Journalism/Business Administration will be an added advantage. A minimum of eight (8) years' experience with at least of five (5) years of proven experience at the middle management level in a Marketing and Public Relations environment. Sound Knowledge of the legal frameworks governing public service and Post-School Education and Training is essential. Extensive experience in marketing, advertising, and brand management. Expert knowledge of current marketing trends and multimedia platforms is essential. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Excellent analytical, interpretive, and negotiating skills to ensure effective communication of the Department's policies and programmes; High level of public relations and project management Skills. Excellent customer service, verbal and written communication and organisational skills. Ability to foster partnerships, build positive relationships with stakeholders, media, and the public. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: The successful candidate will be reporting to the Chief Director: Corporate Communication and Media Liaison Chief Directorate: will be responsible to provide strategic and leadership direction in the Facilities Management Directorate; Provide leadership in the publication, guidance and editorial support and development to contributors in terms of developing a culture of reflection, recording and publication in the TVET and CET Colleges; Coordinate the drafting and maintenance of publication protocols and international standard serial registration; Liaise and manage all internal and external stakeholders including, contributors, subscriber, advertisers, distribution networks and service providers; Develop a marketing and public relations strategy for the Department; Oversee the development of marketing campaigns and promotional activities; Manage efficient and effective marketing and public relations and event management services; Oversee the marketing plans to help sales for the departmental core mandate to the public; Conduct research and analysing data to identify and define audiences; Develop and update promotional materials and publications (brochures, videos, social media posts etc.); Prepare and distribute press releases; Monitor regular departmental event progress and reports as they occur and evaluate the PR program impacts as well as playing a crucial role in the departmental communication activities; Ensure effective financial and administrative support and maintenance, budgeting and financial process and overall administrative support for publication and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/33

: **DIRECTOR: STRATEGY, PARTNERSHIPS, AND INNOVATION REF NO: DHET12/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Strategy, Partnerships, And Innovation

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration or Business Management or related qualification. A minimum of eight (8) years' experience with at least five (5) years of proven experience at the middle management level in strategic planning, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resources. A relevant postgraduate qualification would be a distinct advantage. senior management position that requires a dynamic individual with proven strategic management, leadership, and people management capabilities who can strategically lead the organisation towards achieving its strategic goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders,

especially on a strategic level. Further skills requirements relate to excellent project management, utilisation of ICT and business intelligence for strategic planning, monitoring, and evaluation, problem-solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To develop and update NSF's strategy and partnerships and keep abreast of innovations and leading practices in skills development through research and evaluation. Develop and oversee the implementation of NSF's strategic plans, annual performance plans and operational plans; Engage and manage NSF strategic stakeholders in relation to planning, policies, research, evaluation and reporting; Manage the design and implementation of interactive organisational planning to organisational reporting processes including the cascading of strategic performance indicators and targets down to the operational plans; Manage and implement automation of research, analysis and planning automation and digitisation. Evaluate overall NSF operations (incl. business processes) and implement enhancements through planning; Manage the launch of continuous improvement initiatives and the enablement of a culture of continuous improvement in planning, innovation, research, and partnership. Manage portfolio planning and development in relation to alignment to strategy to steer the implementation to key strategic priority areas. Develop and revise the NSF strategic funding framework in line with the NSF strategic plan. Develop and implement the NSF research framework and agenda, Manage and coordinate research and labour market intelligence insights on skills in demand and areas requiring skills development interventions and alignment. Identify strategic partnerships for the identification of workforce-based learning opportunities. Manage socio-economic research, trend analysis and innovation in skills development practices and benchmarking; Provide support to inform initiation of skills development interventions and projects timeously that are strategically aligned and in compliance with policies and procedures; Develop and implement the NSF monitoring and evaluation framework. Evaluate the output, outcome and impact of skills development programmes and projects. Distribute and engage with stakeholders on the evaluations of the NSF conducted over the 5-year strategic period and projects in conjunction skills development implementation unit to improve alignment for calls for proposals and initiation of projects. Monitor and report on the control reviews undertaken of the NSF's performance against strategic plans, annual performance plans and operational plans, Responsible for and contributing to writing, presenting and distributing integrated reports, which include the NSF's integrated annual reports, quarterly reports, monthly reports, business intelligence reports, research reports and stakeholder reports Manage and implement knowledge and data management for research, plans and reports produced. Conduct internal control review of planning, reporting, research, and other reports produces. Develop, consult, and update NSF's strategy and partnerships framework and keep abreast of innovations and leading practices in skills development. Manage the strategy for skills development partnerships across relevant sectors. Manage Strategic Partnerships by establishing strategic partnerships and stakeholder framework. Actively engage and report on engaging strategic partners across sectors to support the effective and efficient implementation of the NSF Strategic Plans, Annual Performance Plans and Annual Operational Plans. Ensure compliance with relevant legislation and frameworks; Develop relevant policies and procedures; manage the resources of the Directorate; Participate as an active member of the NSF management team; Participate in DHET skills planning processes.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/34</u>	:	<p><u>DIRECTOR: ORGANISATIONAL PERFORMANCE AND REPORTING REF NO: DHET13/05/2023</u> Branch: Skills Development Component: National Skills Fund Chief Directorate: Strategy, Innovation and Organisational Performance Directorate: Organisational Performance and Reporting</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 162 200 per annum (Level 13), (all-inclusive remuneration package) Pretoria</p> <p>An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration/Business Management or related qualification. A minimum of eight (8) years' experience with at least five (5) years of proven experience at the middle management level in organisational performance and reporting, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resources. A relevant postgraduate qualification would be a distinct advantage. This senior management position requires a dynamic individual with proven strategic management, leadership, and people management capabilities who can strategically lead the organisation towards achieving its strategic goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, especially on a strategic level. Further skills requirements relate to excellent project management, utilisation of ICT and business intelligence for organisational performance and reporting, monitoring and evaluation, problem solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>To establish and manage the organisational performance and reporting requirements of the NSF, as well as knowledge management of organisational performance reports and data. Contribute to the development of the NSF's strategic plans, annual performance plans and operational plans to ensure alignment of performance and related reporting requirements; Engage and submit reports to NSF strategic stakeholders; Manage organisational performance by developing and implementing organisational performance framework as informed by NSF plans to align to organisational and system performance and reporting requirements. Manage and implement automation of performance and organisational reporting automation and digitisation. Monitor and report on the performance against strategic plans, annual performance plans and operational plans and national plans and priorities; Responsible for writing and distributing integrated reports, which include the NSF's integrated annual reports, quarterly Ministerial reports, monthly reports, business intelligence reports, statistical publication and stakeholder reports; conduct validation of reported performance from programme managers, analyse programme manager's reports as well as supporting evidence for projects or indicators reports, identify the sufficiency and relevance of variance explanations of performance, analyse and report on internal and external factors that impact on performance. provide inputs and recommendations on approaches and methods utilised for implementing and meeting organisational performance. Manage the design and implementation of interactive organisational performance processes that include the NSF's governance committees in appropriate ways. Provide recommendations for the continued review of business processes implemented across NSF to ensure the effectiveness of process flows in line with its value chain and enterprise architecture. Manage the provision of advice to business owners on process improvements. Manage the enablement of a culture of continuous</p>

improvement through initiatives that will enhance the performance efficiency and success of the NSF. Analyse and report on organisational performance in the context of socio-economic research, trend analysis and innovation in skills development practices; Manage the reporting requirements of the NSF by identifying, developing and distributing of reports for the NSF, development of the NSF reporting plan, a framework for performance Information and organisational performance reporting mechanism, including the collation, analysis and preparation of reports; manage the development of business intelligence and performance dashboards for the NSF. Provide inputs to the NSF enterprise architecture mechanisms and tools including the implementation of continuous improvement plans and initiatives. Manage the implementation of organisational knowledge management activities in the NSF. Manage knowledge and data management; Ensure compliance with relevant legislation and frameworks; Develop relevant policies and procedures; manage the resources of the Directorate; Participate as an active member of the NSF management team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/35 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DHET14/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Supply Chain Management/Logistics Management. A relevant post-graduate qualification will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years' experience at the middle management level in supply chain management in a supply chain management/ Logistics Management environment This is a senior management position that requires a dynamic hardworking individual with strong leadership and people management skills to manage the directorate of +- 20 employees. Further skills and competency requirements relate to strategic capability, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of supply chain management and procurement, financial legislation, and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : To lead and direct the Supply Chain directorate in line with its approved plan and budget. Procurement: Formulate, agree upon, and maintain an appropriate Service Level Management structure for the organisation to include service level agreement's structure. Operational level agreements within the provider organisation. Third-party supplier or contract management relationships to the service level management process. Developing service improvement plans or programmes within the service level management process. Negotiating, agreeing and maintaining the operational level agreements with the third-party service provider. Oversee the creation and development of policies and procedures related to procurement. Supply monitoring: Organise and maintain the regular service level review process with service providers which covers: Reviewing the current performance, Reviewing service levels and targets. Reviewing underpinning agreements and operational level agreements as necessary, agreeing on appropriate actions to maintain or improve service levels. Developing an effective supplier performance management system. Defining key suppliers in the supply base, Ensuring the effective implementation of supply chain management legislation, policies, procedures, and regulations. Reporting and Monitoring: Determine if principles have been consistently observed, and compare monthly, quarterly, and annual performance. Draft and submit annual, quarterly, and monthly reports and reports required. Logistics management: Establish or monitor specific supply chain-based performance measurement systems. Oversee the creation and

maintenance of policies or procedures for logistics activities. Manage the resources of the Sub-directorate: Develop the operational plan for the Sub-directorate and ensure its implementation. Conduct budgetary planning for the Sub-directorate and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Sub-directorate. Monitor the execution of the operational plan for the Sub-directorate including the budget, performance target, and measurement metrics and reporting. Ensure sufficient capacity to achieve the objectives of the Sub-directorate. Manage the performance of employees in accordance with PMDS policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Sub-directorate. Motivate team members and create a culture of high performance. Manage employees related matters within the Sub-directorate.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/36 : **DIRECTOR: FUND MANAGEMENT REF NO: DHET15/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Fund Management

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management/Accounting. A relevant post-graduate qualification will be an added advantage. A minimum of eight (8) years' experience with at least five (5) of proven experience at the middle management level in a finance or accounting environment. Candidates with a CA (SA) qualification will have a distinct advantage. Candidates that have experience in fundraising, managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. A good understanding of the post-school education and training system will also be an added advantage. This senior management position in a core functional area requires a dynamic individual with proven management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation, attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Responsible for fundraising and stakeholder management. Manage the commitment schedule of NSF-funded programmes and projects. Provide financial oversight of NSF-funded programmes and projects. Responsible for providing financial control of NSF-funded programmes and projects, especially with regard to budgeting, contracting and disbursements. Providing financial advice and support in fulfilling the financial business partner role to the NSF-funded programmes and projects. Ensuring that NSF-funded programmes and projects report timely and accurately. Perform cost benchmarking on skills development initiatives to attain value for money. Maintain cash flow forecasts on NSF-funded programmes and projects; Perform financial reporting on NSF-funded programmes and projects; Provide financial advice. Perform expenditure verification and performance information verification related to projects within the project portfolio. Manage stakeholders for a portfolio of projects. Manage staff reporting to him/her. Provide feedback and advice regarding skills development activities. Participate as an active member of the regional team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/37</u>	:	<p><u>DIRECTOR: IMPLEMENTATION OVERSIGHT REF NO: DHET16/05/2023</u> Branch: Skills Development Chief Directorate: Seta Coordination Directorate: Implementation Oversight</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 162 200 per annum (Level 13), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Public Management, Management / Leadership, Industrial Psychology, or a related qualification in Social Sciences). Relevant post-graduate qualifications will be an added advantage. A minimum of eight (8) years' experience with at least five (5) of proven experience at the middle management level in education, training, and skills development. Experience in organizational performance management, monitoring, evaluation, and reporting, experience in corporate governance, strategic planning, policy development, research, and sector skills planning. The National Skills Development Plan (NSDP) 2030, adequate, appropriate, and high-quality skills development knowledge that contributes towards South Africa's (SA) economic growth, employment creation, and social development in the context of the National Development Plan (NDP) and the White Paper on Post School Education and Training (WP-PSET). Monitoring and Evaluation. Strategic Planning. Human Resource Management. Financial Management. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Training, and Quality Assurance. Knowledge of the following legislations: Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levies Act (SDLA), National Treasury regulations, NSDP, National Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), National Qualifications (NQF) Act, Batho Pele Principles, Public Service Act and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures. Communication skills (excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project Management skills. Networking skills. Team Management skills. People Management skills. Stakeholder and client focus. Skills development. A willingness to work irregular hours and travel extensively. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>To manage Sector Education and Training Authority (SETA) performance in implementing learning programs in line with the NSDP goals and outcomes and government priorities. Develop and implement an effective SETA performance management information system. Manage SETA Corporate governance in compliance with all relevant prescripts and policy frameworks. Identify areas of SETA underperformance and recommend interventions to improve SETA performance and governance. Manage SETA Strategic Planning processes by facilitating engagements with SETAs about the outcomes and priorities of the department and set of targets. To facilitate and manage collaboration between SETAs, South African Qualifications Act (SAQA), Quality Council for Trades and Occupations (QCTO), Council on Higher Education (CHE), and other departments. To provide support to SETAs in terms of the implementation of learning programs. To manage skills development inquiries from the public and presidential queries. Provide leadership and build capacity for all SETAs to drive skills development in line with government priorities. Analyse and recommend approval of SETAs' Strategic Plans, and Annual Performance Plans. Manage annual Service Level Agreements between the Department and SETAs.</p>
<u>ENQUIRIES</u>	:	<p>Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105</p>
<u>POST 20/38</u>	:	<p><u>PRINCIPAL TVET COLLEGES (X2 POSTS)</u> Branch: Technical and Vocational Education and Training Colleges</p>
<u>SALARY CENTRE</u>	:	<p>R1 162 200 per annum (Level 13), (all-inclusive remuneration package) These are based in Technical and Vocational Education and Training (TVET) Colleges: Maluti TVET College Ref No: DHET17/05/2023 Falsebay TVET College Ref No: DHET18/05/2023</p>
<u>REQUIREMENTS</u>	:	<p>An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/Public/Business Administration or related qualification. A postgraduate qualification and/or experience in the Post Schooling Education</p>

and Training sector will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years of proven experience at the middle management level in the TVET or education sector. Extensive experience in any or all the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial management plans and projects. Must have relevant work experience in training and development or a related environment. Ability to design internal systems and controls to ensure sound organisational governance, management, and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

OTHER POSTS

POST 20/39

: **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X6 POSTS)**
Branch: Technical and Vocational Education and Training

SALARY CENTRE

: R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Posts are based in Technical and Vocational Education and Training (TVET) Colleges:
Capricorn TVET College Ref No: DHET19/05/2023
College Of Cape Town Ref No: DHET20/05/2023
South Cape TVET College Ref No: DHET21/05/2023
Buffalo City TVET College Ref No: DHET22/05/2023
Central Johannesburg College Ref No: DHET23/05/2023
East Cape Midlands TVET College (Ref No: DHET24/05/2023

REQUIREMENTS

: An appropriate bachelor's degree (NQF Level 7) in Accounting or Financial Management. minimum of five (5) ten to ten years' relevant work experience of which three (3) to five (5) years' experience at the junior management level

in the public or private sector. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; This is a management position that requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment. A willingness to work irregular hours and travel extensively. A valid driver's license. Added Advantages: An appropriate post-graduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as 3 years in the Post-School Education and Training (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations.

DUTIES

: Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintaining financial management structures; establishing, implementing, and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; overseeing and optimising the utilisation of electronic financial, logistic and management information systems; managing the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and managing engagements with assurance providers (i.e. Auditor General).

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/40

: **DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (DEPUTY DIRECTOR LEVEL) (X9 POSTS)**
Branch: technical and vocational education and training
Component: Orbit TVET college

SALARY CENTRE

: R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Posts are based in Technical and Vocational Education and Training (TVET) Colleges:
KZN Coastal TVET Ref No: DHET25/05/2023
Central Johannesburg College Ref No: DHET26/05/2023
Ehlanzeni TVET College Ref No: DHET27/05/2023
Nkangala TVET College Ref No: DHET28/05/2023
Northern Cape Urban TVET College Ref No: DHET29/05/2023
Orbit TVET College Ref No: DHET30/05/2023
Sekhulhune TVET College Ref No: DHET31/05/2023
Vuselela TVET College Ref No: DHET32/05/2023
Umgungundlovu TVET College Ref No: DHET33/05/2023

<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Business Administration/ Management or related qualification. A relevant post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level in, business management and partnerships. Good understanding of the Post-School Education and Training (PSET) sector. Proven ability to work in a highly unionised environment and to establish professional credibility and confidence within a diverse customer base. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. An understanding of the Department of Higher Education and Training (DHET)'s strategic vision and priorities. Knowledge in research and statistical analysis; Monitoring, evaluation and reporting and understanding of the academic framework. Strategic management, conflict management, budgeting, and financial management skills. Programme and project management, change management and service delivery innovation skills are essential. Verbal and written communication and presentation skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic direction, implement, and maintain the college business as per TVET college mandate in the field of quality assurance, student support services, communication, marketing, and advancement; Develop international partnership and the facilitation of the operations and strategic planning for TVET college. Develop quality assurance systems and maintain them to achieve continual improvement and customer satisfaction. Ensure that a holistic student support services strategy is developed, implemented, and maintained for the enhancement of student well-being and ultimately student performance. Ensure that the communication, marketing, and advancement strategy is aligned with the college mandate. Direct the development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of international partnerships, international liaison and services to foreign students and other international-related activities. Coordinate and facilitate operations and strategic planning. Manage human resource and partnership Innovation and development affairs in the College. Provide guidance and adequate support for and development of staff. Ensure compliance with all administrative requirements, regulations, rules, and instructions about innovation and development.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/41</u>	:	<u>DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) (X3 POSTS)</u> Branch: Technical and Vocational Education and Training Colleges
<u>SALARY CENTRE</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package)
	:	Posts are based on Technical and Vocational Education and Training (TVET) Colleges: Ekurhuleni West TVET Ref No: DHET34/05/2023 Mthashana TVET College Ref No: DHET35/05/2023 Waterberg TVET College Ref No: DHET36/05/2023
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector with at least three (3) to five (5) years of relevant work experience at the Junior Management level. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Sound knowledge of transformational and capacity-building processes in education especially relating to curriculum management delivery; Knowledge of research and statistical analysis and projection coordination; Strategic and management, conflict management, budgeting, and financial management skills. Good monitoring, Evaluation, and reporting skills; Good verbal and written communication and presentation skills. High level of innovation and good judgement skills; Ability to form networks and uphold the highest level of professional integrity; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS

<u>DUTIES</u>	: Excel, MS Access, and MS Outlook). A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>ENQUIRIES</u>	: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the validity and reliability of registration documentation and all EMIS data and reports; responsible for IT/FETMIS management and data analysis; coordinate the preparation of examination for all programmes involving assessment; ensure current examination regulations and conventions are adhered to; oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel frequently to meetings and functions and between campuses. : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/42</u>	: <u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X5 POSTS)</u> Branch: Technical and Vocational Education and Training
<u>SALARY CENTRE</u>	: R958 824 per annum (Level 12), (all-inclusive remuneration package) : Posts are based in Technical and Vocational Education and Training (TVET) Colleges: Ehlanzeni TVET College Ref No: DHET37/05/2023 Mthashana TVET College Ref No: DHET38/05/2023 Orbit TVET College Ref No: DHET39/05/2023 South West Gauteng TVET College Ref No: DHET40/05/2023 Coastal KZN TVET College Ref No: DHET41/05/2023
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in an education and training environment. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-building processes, and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system concerning vocational education and training. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Guide, inform and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery other than full-time, and special needs learners are catered for. Support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions where necessary. Ensure that the targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning

resources, lecturer teaching resources, timetables for student and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/43 : **DEPUTY PRINCIPAL: CORPORATE MANAGEMENT SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET42/05/2023**

Branch: Technical and Vocational Education and Training

Component: Western TVET College

Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Randfontein

: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level in corporate services. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A willingness to travel extensively. A valid driver's license.

DUTIES : Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Account for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures, and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost-effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/44 : **DEPUTY DIRECTOR: TVET COLLEGES MARKETING AND OUTREACH REF NO: DHET43/05/2023**

Branch: Technical and Vocational Education and Training

Directorate: TVET Student Development and Support

Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria

: A recognised undergraduate qualification/bachelor's degree/ advanced diploma (NQF level 7) in Communication Science, Marketing Management, Public Relations, or related qualification. A post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the middle management level in coordinating and managing marketing and outreach programmes in the Post-school Education and Training (PSET) system. Knowledge and understanding of relevant policies and legislation pertaining to the Technical and Vocational Education and Training (TVET)

landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement for work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A willingness to travel extensively. A valid driver's license.

DUTIES : The incumbent will be responsible to initiate and support interventions aimed at recruitment of prospective students. Establish, manage, and maintain partnerships with relevant stakeholders for outreach and marketing of TVET colleges. Develop key messages to be communicated about TVET colleges. Develop, manage, and coordinate the hosting of and participation in outreach and marketing events aimed at profiling TVET colleges including the TVET Month programme. Produce an annual calendar of events for marketing TVET colleges. Coordinate and manage programmes that will strengthen the capacity of TVET colleges to undertake outreach and marketing activities. Develop and disseminate promotional material for TVET institutions and their programme offerings.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/45 : **DEPUTY DIRECTOR: PLANNING, INSTITUTIONAL GOVERNANCE, AND MANAGEMENT SUPPORT REF NO: DHET44/05/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office
Directorate: TVET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Polokwane
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education and Training or related qualification. A minimum of 7 years of work experience in an education and training environment with at least three (3) to five (5) years of work experience at the junior management level in Post-School Education and Training. A post-graduate degree/qualification in Education and Training will be an added advantage. Proven written and verbal skills; Computer literacy with specific reference to the functional use of MS Excel, MS Word, MS PowerPoint, and MS Outlook. Willingness to travel and a valid driver's license.

DUTIES : Manage and coordinate the TVET Colleges Strategic Planning, Annual Performance Planning, and Operational Planning processes. Ensure proper alignment of the regional plans with the Departmental Plans and systems targets. Provide professional leadership through the establishment of systems and structures that allow for effective management and establishment of channels of communication with relevant governance structures (Councils, SRCs, Academic Boards, and governance as well as management structures that exist at the regional level). Provide support on student registration, enrolment management, and data verification to TVET colleges. Provide general support to institutions on institutional planning management and governance support to TVET colleges. Manage information by collecting, analysing, and translating data into knowledge for planning, decision-making, and reporting. Support and provide intervention that seeks to promote effective and proper working relations between management and governance structures. Provide support to the Regional and TVET management by ensuring that all scheduled engagements, meetings, and conferences are properly facilitated. Undertake research and development with a view to improving teaching and learning support for TVET institutions in the region. Manage the utilization of finances and other resources. Ensure proper record keeping, control, and reporting. Perform any other reasonable function assigned by the employer within the job function. Support, supervise and monitor and guide the effective and efficient performance management systems. Provide a coordinated intervention where there are management and governance disputes and protests.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/46 : **DEPUTY DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET45/05/2023**
Branch: Technical and Vocational Education and Training
Component: Eastern Cape Regional Office
Directorate: TVET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: East London
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or related qualification. A minimum of three (3) to five (5) years of experience at the junior management level in Technical and Vocational Education and Training or in the PSET Sector environment. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing, and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at TVET Colleges and with other government departments and relevant role-players, and good computer skills. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the TVET curriculum development and support for the TVET Colleges; Providing TVET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for TVET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in TVET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in TVET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in TVET Colleges. Be a member of the National Co-ordinating Curriculum Committee. Provide support to the public TVET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/47 : **DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET46/05/2023**
Branch: Technical and Vocational Education and Training
Component: Eastern Cape Regional Office
Directorate: CET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: East London
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or related qualification. A minimum of five (5) years of working experience in Community Education and Training or in the PSET Sector environment. At least three (3) to five (5) years 'of experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-

solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and, understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Co-ordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/48 : **DEPUTY DIRECTOR: TVET BUDGET ANALYSIS, MONITORING AND REPORTING REF NO: DHET47/05/2023**
Branch: Technical and Vocational Education and Training
Directorate: TVET Colleges and Budget Planning

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: Appropriate bachelor's degree/advanced diploma (NQF Level 7) in finance management/Accounting. A minimum of three (3) to five (5) years of relevant experience at the junior management level in the Accounting, Budget analysis, Monitoring and Reporting areas. Experience in the Post-School Education and Training system will be an added advantage. Knowledge of the PSET legislative requirements, policies, and regulations. Experience in Business Management Systems and Dashboard reporting. Extensive experience in the development and implementation of costing models. Advanced Excel (Proficient in Microsoft Office products), Excellent project management and communication skills, including analytical capability and report writing, the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; and a valid driver's license.

DUTIES : The scope of the Deputy Director's work will include but not be limited to the determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Coordinate the submission of ENE inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the CFO. For efficient budget management, working together with the Deputy Director: Research, Costing and Financial Management Systems on the continuous update of costing models; Review and refinement of Standard Chart of Accounts to enable improved reporting; Dashboard Reporting on TVET Colleges (As well as National) budgets and expenditure.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/49</u>	:	<p><u>DEPUTY DIRECTOR: CONTINUING PROFESSIONAL DEVELOPMENT</u> <u>REF NO: DHET48/05/2023</u> Branch: Technical and Vocational Education and Training Directorate: TVET Lecturer Development Re-advertised and candidates who had previously applied may re-apply</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R958 824 per annum (Level 12), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced diploma minimum NQF Level 7 in Human Resources Development and/or related qualification. A minimum of five (5) years of actual or appropriate experience in Human Resources development or related field with at least three (3) years' experience in junior management level as assistant director and exposure in the TVET college or Education Sector. Experience in/ with a Continuing Professional Development (CPD) system/ programme or a professional membership association is desirable. Knowledge of the CET Act, the White Paper on Post School Education and Training and related policies. Knowledge and understanding of the Higher Education and Training sector. Ability to build and sustain strong relationships and partnerships with related stakeholders. Good interpersonal and communication skills. Sound problem-solving, planning and time management skills. Demonstrated experience and knowledge of information technology. Good organizational management and coordination skills. Willingness to travel and a driver's license.</p>
<u>DUTIES</u>	:	<p>Coordinate CPD program registrations (including data entry of records, promotional activities and responding to queries); Manage and coordinate the functioning of the continuous professional development system across the TVET Colleges Sector; Work collaboratively with the South African Council for Educators (SACE) and/ or other related stakeholders in coordinating processes of developing and reviewing professional development training and support material. Coordinate, support and assist SACE with CPD advocacy and related activities. Supervise the development and provision of ongoing support to TVET college training officers. To advise and support lecturers and stakeholders on CPD-related matters. Produce quarterly reports on CPD activities. Respond to all CPD queries and solicit members' views/feedback about the usefulness of the CPD activities. Monitor and report on the expenditure of the Sub-Directorate funds and utilisation of resources. Carry out any other related functions delegated to the position.</p>
<u>ENQUIRIES</u>	:	<p>Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105</p>
<u>POST 20/50</u>	:	<p><u>DEPUTY DIRECTOR: GOVERNANCE SUPPORT REF NO: DHET49/05/2023</u> Branch: University Education Directorate: Governance Support</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R958 824 per annum (Level 12), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Governance, Management, Public Administration, or related qualification. A postgraduate and/or legal qualification would be an added advantage. Knowledge and experience: A minimum of three (3) to five (5) years of working experience at the junior management level in the Post-School Education and Training sector. Knowledge and understanding of policy and regulatory frameworks governing higher education. Knowledge of the governance of the higher education system and codes of good governance principles. Understanding of key stakeholders in the higher education sector. Proficient in Microsoft Office (Outlook, Word, Access, Excel, and PowerPoint) and Adobe Acrobat; Excellent verbal and written communication skills; Analytical and problem-solving skills; Research, report-writing and presentation skills; Good interpersonal skills and ability to liaise with internal and external stakeholders and in particular with the leadership of universities; Ability to work independently without direct supervision as well as in a team; Ability to work under pressure; Ability to work to agreed deadlines and targets with limited supervision; People management skills and the ability to mentor and empower subordinates. A valid driver's license and willingness to travel.</p>
<u>DUTIES</u>	:	<p>Facilitate the appointment of Ministerial representatives on statutory governance structures of public higher education institutions. Coordinate the</p>

reviewing and promulgation of institutional statutes. Managing aspects related to the appointment of independent assessors and administrators to higher education institutions. Manage and advise on governance-related aspects and matters of public higher education institutions. Monitor and report on governance practices of public higher education institutions. Develop, implement, evaluate, and report on support strategies for councils and institutional forums. Participate in induction programmes of councils and Institutional Forums. Support the Director in managing the Directorate, including assisting with planning, budgeting, reporting and management of staff within the line function, and deputising for the Director when required to do so.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/51 : **DEPUTY DIRECTOR: TEACHER EDUCATION DATA AND REVIEW REF NO: DHET50/05/2023**
Branch: University Education
Directorate: Teacher Education

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification including in information/data management will be a distinct advantage. A minimum of three (3) to five (5) years' experience at the junior management level in a university-related teacher education environment, of which at least two (2) years should be in a people and/or project management role. Experience in initial teacher education and continuing professional development of teachers for the pre-schooling and/or schooling and/or post-schooling sub-systems will be a distinct advantage. A good understanding of policies and legislation that frame teacher and lecturer education across the sub-sectors. Excellent research, information management and data management skills. Good project management, communication, and presentation skills. Leadership and management skills. High-level computer skills.

DUTIES : Develop and maintain an updated teacher, lecturer and practitioner national supply-demand plan that is aligned with national needs and priorities. Collect, manage, maintain, analyse, and report on information and data relating to qualifications-based initial teacher education and continuing professional development of teachers and lecturers for the pre-schooling, schooling, and post-schooling sub-systems, and produce annual reports to inform national planning and national interventions. Conceptualise and manage research projects to inform the Department's work in teacher education. Provide management support for teacher education reviews. Provide strategic leadership in the sub-directorate. Manage the work of the sub-directorate to ensure effectiveness and efficiency. Support the Director in managing the Directorate, including assisting with planning, budgeting, reporting and management of staff within the line function, and deputising for the Director when required to do so.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/52 : **DEPUTY DIRECTOR: PRE-SCHOOL AND SCHOOL TEACHER EDUCATION REF NO: DHET51/05/2023**
Branch: University Education
Directorate: Teacher Education

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education Training and Development or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years of working experience at the junior management level in a teacher education context. An extensive knowledge of, and insight into higher education pre-school and school teacher education practices, policies, qualifications and programmes; extensive knowledge of quality assurance processes and mechanisms in Higher Education; highly developed research

and information management skills; excellent project management and communication skills. The ability to develop, support and monitor the implementation of policies and programmes; the ability to work in collaboration with other government departments, with quality councils, universities and other relevant role-players; good computer skills. A valid driver's license and willingness to travel.

- DUTIES** : The scope of work of the Deputy Director: Pre-School and School Teacher Education will include, but not be limited to leading and managing the Department of Higher Education and Training's responsibilities with respect to Developing, maintaining, supporting and monitoring the implementation of national pre-school and school teacher education policies. Conceptualizing and implementing programmes and projects to strengthen pre-school and school teacher education at universities. Contributing to the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development, by taking responsibility for the activities relating to strengthening institutional capacity for the delivery of 16 of qualifications-based teacher education programmes for the pre-school and schooling sectors. Monitoring teacher supply and demand patterns, teacher education enrolments, graduation and graduate employment patterns and using information to inform planning for the production of teachers for the pre-school and school teacher.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/53** : **DEPUTY DIRECTOR: ENROLMENT PLANNING REF NO: DHET52/05/2022**
Branch: University Education
Directorate: Academic Planning, Monitoring and Evaluation
Re-advertised and candidates who had previously applied may re-apply

- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma in Statistics or Economics and/or related fields. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years of experience at the junior management level in data analysis within the post-school education and training sector. Extensive experience in monitoring and evaluation in the public higher education sector; Enrolment Planning processes and compiling and analysing institutional profiles. Extensive knowledge of the Programme Qualification Mix and an understanding of academic planning in public higher education institutions. Knowledge and understanding of all the relevant policies and legislation about the higher education sector; knowledge of government priorities and objectives specifically relating to the Medium-Term Strategic Framework of the Minister of Higher Education, Science and Innovation and the National Development Plan; Knowledge of the Higher Education Information Management System (HEMIS). High proficiency in Microsoft programmes, specifically MS Excel, MS Office, and MS PowerPoint; Analytical and problem-solving skills; Ability to work in a team; Excellent presentation skills; Ability to communicate; High level of both verbal and written communication; Good interpersonal skills and ability to liaise with internal and external stakeholders; Ability to work independently without direct supervision as well as in a team; Ability to work under pressure. A valid driver's license.

- DUTIES** : The scope of the work of the successful candidate will include, but not limited to: consolidating, analysing and monitoring the enrolment plans of the public higher education institutions (public HEIs); develop the Ministerial statement on the national enrolment plan and the Ministerial statement of the mid-term review on enrolment planning; develop annually a report on the achievement of the Ministerial enrolment planning targets; engage with executive management representatives on issues relating to enrolment planning; advise public higher education institutions on issues pertaining to enrolment planning; develop and maintain institutional profiles for each of the public Higher Education Institutions (HEIs) and apply these analyses in monitoring and evaluation of trends and future projected growth in line with systemic priorities and available funding; assist in academic programme applications processes by providing input and output targets per institution, enrolment projections in line with the public HEIs space capacity and performance; assess business plans submitted by public HEIs in line with national development needs, targets and expansion of the university sector; compile submissions, reports,

- parliamentary question responses, briefing notes and speaking notes; and carry out any other relevant task as delegated by Management.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/54** : **DEPUTY DIRECTOR UNIVERSITY POLICY AND DEVELOPMENT**
SUPPORT REF NO: DHET53/05/2023
Branch: University Education
Directorate: University Research Support and Policy Development
Re-advertised and candidates who had previously applied may re-apply
- SALARY** : R958 824 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education, Sociology, Policy Development, Statistics, Development Economics, or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years of experience at the junior management level in project management as well as the development and implementation of higher education policies. Knowledge and understanding of policies and regulatory frameworks governing higher education. Experience in government financial systems and procedures, including project planning and management. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. Demonstrable understanding of Research Outputs' imperatives and their dynamics in South Africa, particularly in the higher education sector. Ability to monitor and evaluate the implementation of programmes and projects, writing and presentation skills. Excellent communication both in writing and verbally including high-level report writing. Demonstrable experience in working with teams and working within short deadlines. Ability to function well under pressure. Ability and reputation to build relationships both individually and institutionally. A creative and innovative thinker. The candidate must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and other government departments or entities. Willingness to travel and a valid driver's license.
- DUTIES** : The scope of the work of the successful candidate will include, but not be limited to the Development and implementation of policies in various areas of higher education, with the current focus on the recognition of Research Output for subsidy. Development and maintenance of the evaluation system for measuring innovations and Research Outputs of higher education institutions, and the analysis of related data. Support the development and strengthening of creative fields of study at higher education institutions. Monitor and analyse Research Outputs' plans of higher education institutions. Generate reporting on matters relating to Research Outputs in the sector. Support the Directorate in its oversight and monitoring of the implementation of Research Outputs' policies and plans. Conceptualise and implement programmes and projects to strengthen Research Outputs' initiatives at universities. Assist with drafting of speeches for senior government officials and the Ministry; and participation in departmental, inter-departmental and other various higher education stakeholders' committees/forums. Build relations with internal and external DHET stakeholders to support the advancement of higher education.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/55** : **DEPUTY CAS PROJECT SERVICE COORDINATOR REF NO: DHET54/05/2023**
Directorate: Central Application Service
Branch: University Education
(Twelve (12) Months Contract)
- SALARY** : R958 824 per annum (Level 12), (all-inclusive remunerative package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Information Technology or Statistics or related qualification. A post-graduate qualification will be an added advantage. A minimum of four (4) years of experience in coordinating and managing service projects. Experience in the

		Post-school Education and Training (PSET) environment will be an advantage. At least three (3) years of junior management experience. Knowledge and understanding of relevant policies and legislation pertaining to the PSET landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing, and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement for work performance and reporting. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible to initiate and support application services aimed at the recruitment of prospective students. Coordinate and manage activities that will strengthen the provision of the central application service. Establish, manage, and maintain partnerships with relevant stakeholders of the CAS Pilot. Build lasting relationships with the Departmental Contact Centre and Career Development Services teams based on trust and reliability to infuse their confidence in the service. Engage the service back-office to resolve escalated complaints or other service-related issues to ensure enhanced customer satisfaction. Develop and implement CAS service quality management to reduce the service delivery risk and ensure high-quality services to applicants, partners, and post-school education and training institutions. Support the CAS by providing expert end-user input into project planning, data management, business requirements, and CAS system testing as well as review. Participating in all CAS systems training activities. Participate in the legislative programme by providing expert input in the development of the business case and the socio-economic impact assessment system to ensure that the business case developed supports the proposed entity for the CAS.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/56</u>	:	<u>DEPUTY CAS PROJECT TECHNICAL COORDINATOR REF NO: DHET55/05/2023</u> (Twelve (12) Months Contract) Branch: University Education Directorate: Central Application Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), (all-inclusive remunerative package) Pretoria
	:	An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Information Technology or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of four (4) years' experience in coordinating and managing information technology projects. Experience in the Post-school Education and Training (PSET) environment will be an advantage. At least three (3) years of junior management working experience. Knowledge and understanding of relevant policies and legislation pertaining to the PSET landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Knowledge and understanding of various gap analysis methodologies and generic application development processes. Excellent ability to probe and gather complete information to ensure that the correct solution is offered. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	The incumbent will be responsible for the development and reviewing of various specification requirements, coordinating the implementation and support of various information technology platforms, and integration interfaces essential for the successful implementation and operation of the Central Application Services. Coordinate and manage technical activities that will strengthen the provision of the central application service. Establish, manage, and maintain partnerships with relevant stakeholders of the CAS Pilot, in particular, build lasting relationships with the technology solutions providers based on trust and reliability to infuse their confidence in the service interfaces. Develop the specifications for the CAS financial, HR and payroll management requirements that will ensure the completeness of the total cost of technology for the entity. Participate in the technical gap analysis to ensure the leveraging of the Central Application Office platform and Information Technology infrastructure to successfully implement the central application service pilot. Develop, review, and manage the technical specifications for the CAS pilot

system to ensure a highly available and accessible technology environment. Develop, review and manage the specification of and the implementation of the integration/interface and business intelligence environment to reduce service delivery risk and ensure high-quality interfaces to partners (career guidance providers, funding providers and accommodation providers), data providers and post-school education and training institutions. Engage the service back-office to resolve technical escalated complaints or other technical issues related to the services thereby ensuring enhanced customer satisfaction.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/57 : **CAS PROJECT DATA ANALYST REF NO: DHET56/05/2023**
(Twelve (12) Months Contract)
Branch: University Education
Directorate: Central Application Service

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remunerative package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Information Technology, Computer Science, Mathematics, Statistics, or related qualification. A post-graduate qualification will be an added advantage. A minimum of four (4) years' experience in coordinating and managing data analysis or business intelligence projects. Experience in the Post-school Education and Training (PSET) environment will be an advantage. At least three (3) years of junior management experience. Knowledge and understanding of relevant policies and legislation pertaining to the PSET landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing, and communication skills. Able to work effectively within teams and in response to multiple stakeholder interests. Knowledge and understanding of various analysis methodologies and management information systems development processes. Excellent ability to probe and gather complete information to ensure that the correct solution is offered and the correct reports are generated. Willingness to travel and a valid driver's license.

DUTIES : The incumbent will be responsible for the management (covering design, collection, storage, and analysis) of central application surveys and the analysis of central application service operations information to effectively communicate trends, patterns, and predictions, and assists in identifying strategic, tactical, and operational opportunities to improve the CAS project related outcomes. Develop the specifications for the CAS business intelligence and big data analytics requirements to ensure the completeness of the total cost of data analytics technology for the entity to be established. Support the CAS by managing survey planning, implementation, data analysis, and reporting of survey findings to enrich the development of the CAS business case as well as the socio-economic impact assessment system. Support the CAS project by participating in the technical gap analysis of the data analytics environment to ensure the leveraging of the Central Application Office platform and IT infrastructure to successfully implement the CAS. Participate in developing the specifications and implementing the integration/interface to reduce the reporting risk and ensure a high-quality interface to partners such as career guidance providers, funding providers, accommodation providers, data providers, and pilot training institutions. Engage the service back-office as needed to generate and provide relevant reports on all categories of complaints or requests related to the services for enhancing customer satisfaction. Respond efficiently and accurately to stakeholders, explaining possible solutions professionally and politely to minimise conflict.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/58 : **DEPUTY DIRECTOR: CET COLLEGES DATA COLLECTION MANAGEMENT REF NO: DHET57/05/2023**
Branch: Community Education and Training
Directorate: Community Education and Training: Monitoring and Evaluation

SALARY CENTRE : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate bachelor's Degree/National Diploma (NQF level 7) in Management Information Systems/Public Administration/Education/Social Sciences. A higher degree in data management systems will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level in a transversal data management environment. Proven experience and technical skills in data management, excellent project management and communication skills. Understanding and ability to interpret Government policies and governance environment related to performance information. Ability to design, develop, support, and monitor policies. Advanced computer skills in MS Office (Word, PowerPoint, Excel, and Outlook). Experience in carrying out qualitative and quantitative research and producing intelligible reports. Proven experience in planning, reporting and performance information use. Excellent written and verbal communication skills. Proven ability to produce quality assured work under pressure and management of deadlines as well as a willingness to work irregular hours and travel extensively. The ability to work in a team environment. Problem-solving skills; excellent organisational and innovation skills. A valid driver's license.
<u>DUTIES</u>	:	Design and plan data collection instruments in accordance with prescribed standards. Develop, manage, coordinate, analyse and verify performance information. Refine and provide advice on improving indicator descriptions for performance information to be used in planning and reporting obligations. Manage data-capturing processes for the collection and integration of the different datasets into a national enrolment dataset. Participate in the dissemination of research findings in the sector and wider audiences through the drafting and delivery of presentations, reports, updates, and progress reports using research information. Conduct quality assurance on data received from CET colleges. Manage the collection of electronic datasets for submission to the National Higher Education and Training Information Systems (HETIS) Officer for integration in accordance with the required standards. Receive and collate survey reports from Private Colleges. Provide support to colleges in the data management value chain. Conduct quality assurance of the Master List of Institutions in line with the "Standard for the publication of the Master List of Education Institutions in the Post-School Sector". Perform relevant training for CET college data managers as well as all officials involved in data management in the sector. Provide statistical information on college Institutions to support management decision-making and publication of statistics. Attend the project and other stakeholder meetings to represent either the Department or CET as and when required. Manage human and physical resources of the sub-directorate. Perform any other functions as deemed appropriate by the Director within the ambit of the labour law.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/59</u>	:	<u>DEPUTY DIRECTOR: SCHOLARSHIPS MANAGEMENT REF NO: DHET58/05/2023</u> Branch: Office of The Director-General Directorate: International Scholarships
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in International Relations/ Management/ Economic Sciences/Public Administration/ Management or related qualification. A relevant postgraduate degree will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level in the Post School Education and Training Sector (PSET). Experience in and a good understanding of international relations, higher education transformation, access and success matters, budgeting, financial reporting, project management and working with student-related projects. Excellent proposal writing and research skills, financial, presentation, communication and writing skills. Prior management skills. Good knowledge and understanding of the Public Finance Management Act (PFMA), 1999 Knowledge of key Policies in the PSET sector and related Acts. Knowledge or experience of the National Skills Fund budget application and reporting processes. Good communication skills and interpersonal relations with above-average computer skills and knowledge of MS Word, Outlook, Excel, Access, and PowerPoint. Willingness to travel domestically and

- internationally and willingness to work overtime and on public holidays. A valid driver's license.
- DUTIES** : The scope of the work of the successful candidate will include, but not be limited to, the administration and management of International Scholarship Programmes, Development of budget, plans and reports for existing and new programmes. Working with stakeholders in the strengthening of existing and new capacity-building programmes. Enabling and participating in the development of funding proposals for capacity building proposals and plans with the relevant stakeholders and partners. Management of the provision of student support services for all scholarship programmes administered by the Department of Higher Education and Training (DHET). Management of the scholarship application and uptake and development of national policy-responsive application and uptake tools for the available scholarships. Assessing incoming scholarship offers, initiating new programmes, strengthening existing programmes and facilitating bilateral agreements and their implementation, rollout, reporting and monitoring thereof. Representing the Department on steering or advisory committees. Development of a scholarship data management information system for scholarship implementation, monitoring, and reporting. Development and management of the Scholarships Alumni programme. Development of budget proposals for scholarship programmes. Generally supporting the work of the Director: International Scholarships Directorate. Other areas include but are not limited to planning deadlines and ensuring adherence thereto, staff management and mentoring. Managing the day-to-day operations; Preparing reports, presentations, parliamentary and stakeholder question responses, student and stakeholder advice on the scholarship processes and supporting the Director on delegated matters and areas.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- NOTE** : All short-listed candidates may be required to undertake writing/presentation exercises.
- POST 20/60** : **DEPUTY DIRECTOR: RESEARCH, MONITORING AND EVALUATION REF NO: DHET59/05/2023**
Branch: Skills Development
Chief Directorate: National Skills Authority Secretariat
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree (NQF Level 7) in Public/Business Administration, Social Sciences, Development Studies and/or Public Policy or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant functional experience with at least 3 years junior management level is essential. This must be supported by knowledge and understanding of regulatory frameworks governing post-school education and training. Experience in the Skills Development Sector or related training environment. Experience in policy development and implementation, monitoring, and evaluation systems, including project management, research methodologies and management of M&E and research projects. Good understanding of key stakeholders within the sector. The candidate must possess good interpersonal, and communication skills, advanced research and M&E skills, report writing, project management skills, planning and organising skills, governance, and finance skills. The candidate must have knowledge of the Skills Development Act, Skills Development Levies Act and Public Finance Management Act and other related legislations, regulations, and policies. Computer literacy (MS Word, MS PowerPoint, and MS Outlook). A valid driver's licence and willingness to travel.
- DUTIES** : The successful candidate will be reporting to the Director of the National Skills Authority (NSA); will be responsible to coordinate and manage research, monitoring, and evaluation projects of the NSA Secretariat; to support the development of an effective M&E System; To manage and monitor the implementation of NSA institutional policies; Stakeholder relations management support and coordination of meeting; Facilitate the development of NSA policy and advisory processes. Provide administration support services for the Secretariat and supervise personnel.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/61</u>	:	<u>DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (WESTERN CAPE & NORTHERN CAPE REGION) REF NO: DHET60/05/2023</u> Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package)
	:	Cape Town
	:	An appropriate bachelor's degree (NQF Level 7) in Public Administration/ Management or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of six (6) to eight (8) years of relevant functional experience with at least three (3) years junior management level is essential. This must be supported by knowledge and understanding of regulatory frameworks governing post-school education and training. Experience in the Skills Development Sector or related training environment. Experience in project management and managing resources. Good understanding of key stakeholders within the sector. The candidate must possess good interpersonal, and communication skills, advanced research and M&E skills, report writing, project management skills, planning and organising skills, governance, and finance skills. The candidate must have knowledge of the Skills Development Act, Skills Development Levies Act and Public Finance Management Act and other related legislations, regulations, and policies. Computer literacy (MS Word, MS PowerPoint, and MS Outlook). Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Director of the Regional Skills Development Monitoring; will be responsible to Manage the implementation of a portfolio of projects in the region. Manage project registration and manage the orientation of project service providers. Monitor the performance of a portfolio of projects against the monitoring log frame to ensure adherence to agreed quality, time, budget, and stakeholder expectations. Monitor the status and progress of the outputs of a portfolio of projects. Oversee adherence to service level agreements regarding site (project) facilities, administration, as well as training provided by service providers. Manage allocated project budgets for a portfolio of projects in the region. Verify project invoices. Escalate issues raised by Assistant Director: Regional Skills Development Monitoring to the Director: Regional Skills Development Monitoring and other relevant stakeholders. Consolidate lessons learned across a portfolio of projects. Manage change request process. Manage reporting across a portfolio of projects in the region. Consolidate reports for a portfolio of projects across multiple sites. Develop and submit monthly and quarterly progress reports across a portfolio of projects. Analyse reports to identify project issues and risks and take corrective action. Ensure that all documents related to projects in the region are submitted for knowledge management purposes and in accordance with knowledge management policy and progress. Manage relationships with service providers of the portfolio of projects in the region. Attend stakeholder meetings at the provincial and local government levels. Manage the Regional Skills Development Monitoring team. Establish a regional skills development monitoring team structure for projects that ensures the sufficient capacity to achieve the monitoring objectives of projects. Allocate Assistant Director: Regional Skills Development Monitoring to projects. Manage the performance of the Regional Skills Development Monitoring in accordance with policy. Provide the Regional Skills Development Monitoring team members with the necessary information and resources to deliver on their objectives and meet the targets for the regions. Motivate team members and create a culture of high performance. Manage employee-related matters within the implementation team. Participate as an active member of the regional skills development monitoring management team. Operate within delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/62</u>	:	<u>DEPUTY DIRECTOR: MECHANICAL REF NO: DHET61/05/2023</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12) (all-inclusive remuneration package) Olifantsfontein An appropriate national technical diploma in Mechanical Engineering or related qualification. Recognized South African Trade Qualification in a Mechanical related trade (Fitter & Turner, Fitter, Turner, or Toolmaking). Assessor as well as a Moderator Certificate and a valid Driver's license. Registration with the National Artisan Moderation Body (NAMB) as an assessor/moderator will be an advantage. A minimum of 5 years of industry-related workplace experience as an artisan post apprenticeship. At least three (3) years of management experience in artisan development (Training in relevant trades, ARPL and Trade Testing). Knowledge: Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the Mechanical environment. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of QCTO and NAMB. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations Skills. Skills to interpret and understand the policy. Skill to develop, improve and implement. Standard operating procedures and processes. Problem analysis, risk identification and report. Writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	will include maintaining and managing accreditation status for trade testing, ARPL in mechanical-related trades, and liaising with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in Mechanical related trades, implement and maintain internal quality assurance, and monitor and conduct internal and external moderation. Effective management and utilization of resources as well as supervising and developing staff within the unit. Effective planning, control of finances, budgeting, and procurement of testing resources in Mechanical related trades. Maintain workshop area safe and conducive to quality trade testing and ARPL services in Mechanical related trades Identify and manage risk within the unit.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/63</u>	:	<u>DEPUTY DIRECTOR: ARPL REF NO: DHET62/05/2023</u> Branch: Skills Development Chief Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package) Olifantsfontein An appropriate national technical diploma or related qualification. Recognized South African Trade Qualification, Assessor Certificate. A minimum of five (5) years of industry-related work experience and three (3) years' experience in artisan development (Training, ARPL and Trade Testing). Knowledge of assessment principles. Knowledge of training and trade test environments. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations. Understanding of the Criteria and Guidelines for the Implementation of ARPL. Skills: Ability to plan, organize, manage, and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop standard operating procedures and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.
<u>DUTIES</u>	:	This will include managing and coordinating the national provision of Artisan Recognition of Prior Learning. Plan, prepare and provide guidance and support towards the national implementation of Artisan Recognition of Prior Learning at QCTO-accredited Trade Test Centres. Plan, Prepare and Schedule the Artisan Recognition of Prior Learning performance monitoring and evaluation

activities at QCTO accredited Trade Test Centres. Continuously liaising with Stakeholders regarding Artisan Recognition of Prior Learning to ensure up-to-date processes. Manage the NSF business plan and all relevant reporting, all other relevant unit administration as well as any other sub-Directorate allocated tasks and staff.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/64 : **DEPUTY DIRECTOR: ELECTRICAL REF NO: DHET63/05/2023**
Branch: Skills Development
Chief Directorate: Indlela Artisan Training and Assessment

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Olifantsfontein
: A National Technical Diploma in construction engineering or related qualification, Recognized South African Trade Qualification in a construction-related trade, (bricklaying, welding, boiler making, plumbing or carpentry) Assessor as well as a Moderator Certificate and a valid Driver's license. Registration with the National Artisan Moderation Body as an assessor/moderator will be an advantage. A minimum of 5 years of industry-related workplace experience as an artisan after qualifying as an artisan and three (3) years' management experience in artisan development (Training, ARPL and Trade Testing). Knowledge: Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the construction environment. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of the Quality Council for Trades and Occupations and the National Artisan Moderation Body. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.

DUTIES : Maintain and manage accreditation status for trade testing, ARPL in construction-related trades and liaise with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in construction-related trades, implement, and maintain internal quality assurance, monitor, and conduct internal and external moderation effective management and utilization of resources as well as supervising and developing staff within the unit. Effective planning, control of finances, budgeting, and procurement of testing resources in construction-related trades. Maintain workshop area safe and conducive to quality trade testing and ARPL services in construction-related trades. Identify and manage risk within the unit.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/65 : **DEPUTY DIRECTOR: FUND MANAGEMENT REF NO: DHET64/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Fund Management

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Financial Management/ Accounting. A minimum of five (5) to ten (10) years of work experience in financial management, accounting, or auditing in the private or public sector with at least three (3) to five (5) years of junior management experience on salary level 9 or 10. Candidates with CA (qualification) will have a distinct advantage. Further skills and competency requirements related to strategic capability and leadership, budgeting, and financial management, problem-solving and analysis, Knowledge management and technical

proficiency, quality management, monitoring and evaluation, negotiations and stakeholder engagement and communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery oriented, customer-focused, maintains high integrity and can perform in a team environment. Good knowledge of financial frameworks and financial legislations and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidate must be willing to travel extensively across the country and work irregular hours with tight timeframes. Knowledge: Public Financial Management Act (PFMA), Skills Development Act, Skills Development Levies Act, Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA), National Treasury Regulation, General Recognised Accounting Practice. Skill and competencies requirements related to people management, project management, financial management, planning and organising, computer literacy, writing skills, verbal communication, attention to detail, preparing and delivering presentations, performing analysis, and resolving problems, and quality management. A valid driver's license and willingness to travel.

DUTIES

: Provide financial management support to NSF team project managers and skills development providers for the portfolio of skills development projects funded by NSF, Perform financial due diligence during the initiation of new skills development projects; Perform financial monitoring of the portfolio of projects including monitoring project expenditure against actual performance and approved budget; Perform financial reporting for the portfolio of projects during the execution and close-out thereof. Check and approve project payment drawdown requests; Prepare relevant financial workbooks, and develop monthly, quarterly, annual, and ad hoc financial reports; Provide the expenditure forecasting for a portfolio of projects; Prepare audits files for a portfolio of projects for use during auditing by the Auditor General of South Africa and internal audit; Participate as an active member of the NSF financial team.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/66

: **DEPUTY DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT REF NO: DHET65/05/2023**
 Branch: Office of The Director-General
 Directorate: Risk, Fraud, Ethics, And Integrity Management
 Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS

: R811 560 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10) years' experience in ethics and Integrity management with at least three (3) to five (5) years' experience at the Junior Management level in Administration or Public Management. Knowledge of the Government's Financial Disclosure System, knowledge of various pieces of legislation, regulations and policies governing financial matters in government. An understanding of DHET's strategic vision and priorities and how it links with the broader government's vision of an ethical and professional developmental state. An in-depth knowledge and understanding of the management of the e-Disclosure system, the Performance of Remunerative Work, and Conducting Business with the State. Proven track record and experience in the management of gift registers, lifestyle audits and integrity management. Knowledge and understanding of stakeholder management of Ethical Risk and the assessment of Ethical Risk. Knowledge and understanding of Stakeholder Management. Good Communication Skills: (Verbal and written communication). Advanced computer skills (MS Word, MS PowerPoint (presentation skills), MS Excel, MS Access, and MS Outlook). Good inter and intrapersonal relations and people management. Thorough knowledge of all policies and the legislative framework governing the Post-School Education and Training (PSET) sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. Willingness to travel and a valid driver's licence.

DUTIES : Provide coordination and support to the Director-General. Provide support within the office of the Director: Risk, Ethics, Integrity, Fraud Prevention and Risk Management. Scrutinise and analyse documents to determine action/information/documents required. Manage the performance of secretarial duties and function to the Ethics and Integrity Management Committee (record minutes/resolutions and communicate/disseminate to the relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordination and provide responses to parliamentary enquiries and Portfolio Committee with the relevant units. Communicate deadlines for financial disclosures and declaration of financial interests to the staff in the Department and staff within the PSET sector. Manage compliance with financial disclosures or the declaration of financial interests. Ensure the implementation of consequence management against officials who fail to comply with regulations, Departmental policies, and the relevant pieces of legislation. Manage general support services in the office of the Director. Manage the engagements with critical stakeholders. Manage the implementation of the Lifestyle audits and the implementation of Integrity Tests. Conduct Ethical and Integrity Risk Assessments. Manage resources and staff. Monitor expenditures and ensure compliance with proper budgeting.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/67 : **DEPUTY DIRECTOR: FRAUD PREVENTION REF NO: DHET66/05/2023**
 Branch: Office of The Director-General
 Directorate: Risk, Fraud, Ethics, And Integrity Management

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Risk Management/Accounting/Internal Auditing and/or Law Enforcement (Policing). A minimum of five (5) years' experience in fraud management/ internal audit or law enforcement (policing) environment with at least three (3) to five (5) years' experience in junior management level in fraud prevention/ internal audit and/ or law enforcement (policing) at the rank of Captain or Lieutenant Colonel. Sound knowledge and understanding of the Public Service Act and Regulations, South Africa's National Anti-Corruption Strategy (NACS) 2020-20230, and other relevant legislation such as the Protected Disclosures Act of 2000 (Act no.26 of 2000). The Prevention and Combating of Corrupt Activities Act of 2004 (No. 24 of 2004) etc. Understanding of Risk Management. Good communication skills: (verbal and written) communication and presentation skills. Advanced computer skills: (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Must have leadership abilities and managerial skills, inter-and-intrapersonal relations. Understanding of management stakeholders and conflict management skills regarding people management. Ability to analyse documents, interpret policies and draft official reports (Reporting writing skills). Knowledge of A1 Statement or Affidavits writing will be an added advantage. Good values and attitudes: client-oriented focused; Integrity and loyalty are essential. Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be responsible to manage the provision of anti-corruption and fraud prevention services. Receiving, analysing, and investigating allegations, claims or complaints of corruption, fraud and other maleficence and protected disclosures reported to the Department through various channels. Lead and manage the review and analysis of policies and strategies for the current fraud detection and prevention efforts that the department is already undertaking. Manage the processes for the identification of fraud risk and communicate the identified risk management services. Research and analysis of high-risk transactions across all payments in the Department. Manage the process for reviewing account exceptions to identify potentially fraudulent activities. Manage the process for the identification of fraudulent deposits or transactions. Maintain and update case management for tracking fraud cases. Maintain and monitor the development of the Fraud Risk Register. Manage the process of determining the next action based on research results to mitigate fraud losses.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/68** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DHET67/05/2023**
 Branch: Corporate Management Services
 Directorate: Human Resource Management and Development
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remunerative package)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF Level 7) in Management Services/Production Management /Organisational Development/ Work Study/Human Resource Management or related qualification. A job Evaluation Certificate will be an added advantage. A minimum of five (5) years relevant experience in an Organisational Design and Job Evaluation environment of which three (3) at the junior management level. Exposure on post provisioning norms (PPN) will be added advantage. Knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA) etc. and organisational Design principles, procedures, PSCBC resolutions and DPSA directives applicable. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A driver's license is essential.
- DUTIES** : Manage the development, review, implementation, and monitoring of the organisational structure. Manage the development, review, implementation, and monitoring of the job description. Manage and monitor the implementation of job evaluation processes. Manage and monitor the implementation of work-study investigation and creation of posts. Manage the development, review, implementation, and monitoring of policies. Manage the implementation of post-provisioning norms (PPN). Manage the human, finance, and other resources of the sub-directorate.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/69** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SERVICE MANAGEMENT AND SUPPORT REF NO: DHET68/05/2023**
 Branch: Corporate Management Services
 Directorate: Information Technology Infrastructure Support and Operations
 Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remunerative package)
 : Pretoria
 : An appropriate undergraduate qualification (NQF Level 7) in Information Technology or related qualification. ITI and COBIT Certification added as an advantage. A minimum of three (3) to five (5) years' supervisory level directly involves managing IT systems engineers who deploy and maintain virtual infrastructure (servers, storage, networks) on the Microsoft Azure platform. Key competencies: Applying technology, Communication and Information Management, and Continuous improvement. Skills: Analytical/Critical thinking; Complex Problem solving; Advanced comprehension, application, and synthesis of computer-based systems. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism. Willingness to travel and a valid driver's license.
- DUTIES** : Manage and perform supervisory duties daily for the IT Desktop Support Team and ensure procedures and processes are adhered to. Implement and Maintain ICT Cloud and Infrastructure Operations: Maintain and ensure ICT operational procedures and operational tasks are achieved reliably and consistently to ensure the high availability of computer systems in the department. Ensure adequate staffing levels are always maintained within the Desktop Support team. Ensure targets outlined by the SLA and KPIs are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation, and changes to the SLAs. Act as a primary point of contact for escalation from a

Desktop Support level in times of major system outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain, and upgrade desktop hardware and software applications. Assist Users in choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers. Direct, plan, organise, and manage operations for stability, availability, and integrity of the organization's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operations, data communications, and telecommunications according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serves as project manager and provides advanced technical guidance to customers and staff; Supports continual improvement in the delivery of customer services and departmental performance. Guide on ICT Procurement in the Department, Ensure conformance to LAN policies, procedures and standards and training for users on LAN operation.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/70 : **CAS PROJECT MARKETING AND PUBLIC RELATIONS OFFICER REF NO: DHET69/05/2023**
 Branch: University Education
 Directorate: Central Application Service
 (Twelve (12 Months Contract)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remunerative package)
 : Pretoria
 : An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Communication Science, Marketing Management, Public Relations, or related qualification. A post-graduate qualification will be an added advantage. At least 4 years' experience in coordinating and managing marketing, public relations, media, and outreach programmes. Experience in the Post-school Education and Training (PSET) system will be an advantage. At least 3 years of relevant experience at junior management level. A proven track record of successful public relations campaigns. Knowledge of various communication platforms such as social media. Knowledge and understanding of relevant policies and legislation pertaining to the PSET landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing, and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement for work performance and reporting.

DUTIES : The incumbent will be responsible for the planning, implementation, and management of the CAS Project public relations including amongst others the development of marketing materials, press releases, and content for websites and social media platforms as well as management of marketing events, all communicating CAS Project service offerings, news and developments or maintaining, restoring, or enhancing the public image of the central application service. The incumbent will be responsible to initiate and support interventions aimed at recruitment of prospective students. Support the CAS project by planning, implementing, and managing the public relations programs, events, and initiatives for the legislative programme and the CAS pilot. Develop and implement an overall communication strategy, as needed to maintain, and support the brand of the CAS project. Develop key messages to be communicated about the CAS pilot. Develop, manage, and coordinate the hosting of and participation in outreach and marketing events aimed at prospective students. Produce an annual calendar of events for marketing and public relations. Develop and disseminate promotional material for CAS Pilot services. Support the CAS project by measuring and providing performance reports on each public relations campaign. Monitor the CAS project's image frequently (at least once a week) to ensure that it complies with the project brand as well as the Departmental brand. Develop and implement public relations policies and procedures for the CAS to ensure the brand loyalty of all stakeholders.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/71 : **DEPUTY DIRECTOR: PUBLIC RELATIONS AND MARKETING REF NO: DHET70/05/2023**
Branch: Corporate Management Services
Directorate: Marketing and Public Relations

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Communication/Marketing/Public Relations/ Graphic Design/Digital Media or an equivalent qualification. A minimum of five (5) years of working experience in a communication or public relations environment with at least three (3) to five (5) years' experience at the junior management level. Advanced knowledge of the broader public service framework on communication within the public service and managing social media platforms. Advanced knowledge of graphic designing, website, and social media management. Further requirements required: emotional intelligence and people management as well as good communication skills. Willingness to travel extensively and a valid driver's license.

DUTIES : The successful candidate will be reporting to the Director: Marketing and Public Relations. The candidate will: Manage the DHET's social media and graphic design team including the DHET's College and SETA Website. Manage stakeholder relations by communicating with the DHET audience on all digital media platforms including the website. Assist with the coordination of the layout and designing of publications or newsletters, strategic plans, annual reports, and other publications. Develop and coordinate the implementation of a digital media strategy for the Department and liaise with relevant stakeholders, Colleges in particular on matters relating to digital media and branding. Plan, implement and coordinate communication projects and other related events including content development and preparation or writing of stories, reports, and press releases. Build and regularly maintain positive relationships with internal and external stakeholders to sustain a good public relations image of the Department.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/72 : **DEPUTY DIRECTOR: CALL CENTRE AND CLIENT ADMINISTRATION REF NO: DHET71/05/2023**
Branch: Corporate Management Services
Directorate: Internal Communication and Client Services

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Communications in Public Relations or equivalent qualification. A postgraduate degree will be an added advantage. A minimum of five (5) to ten 10 years of experience in Internal Communication and Client Services related environments and a minimum of three (3) to five (5) years at the junior management level. The ability to work in collaboration with numerous entities and stakeholders. Good analytical skills, presentation, and training skills, problem-solving, and facilitation skills. Verbal and written communication skills. Proven computer literacy including MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Stakeholder management. Willingness to travel and work irregular hours. A valid driver's license.

DUTIES : Develop and manage the implementation of the Internal Communication and Client Services strategic plan. Develop a plan to support the strategic objectives of a department. Manage operations of Internal Communication and Client Services. Manage the Website, Call Centre, Walk-in Centre, and Presidential hotline enquiries. Conduct high-level research related to Client Services complaints management. Provide high-level advice and guidance to all functionaries. Manage human, financial, and other resources of the unit. Manage the administration process and procedures for the unit. Compile and analyse monthly/annual reports.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/73** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: DHET72/05/2023**
 Branch: Corporate Management Services
 Directorate: Security Management
 Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF level 7) in security management or equivalent qualification. Grade A PSIRA certificate registered with PSIRA. A minimum of five (5) to ten (10) years of experience in security management with at least three (3) to five (5) years of experience in the Junior Management level. Knowledge of security legislation. Knowledge and understanding of Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS, and Occupational Health and Safety Act (OHSA). Experience in the development of security policies and/ or implementation of strategies. Security coordination of Departmental events as well as the development of security policy and Security procedures. Security Management course with State Security Agency as a requirement and SAMTRAC will be an added advantage. Skills and competencies: Communication (written and verbal) skills, Ability to function independently and work extended hours when necessary. A valid driver's licence.
- DUTIES** : Manage all Physical security functions of the component. Implementation of security policy and other security-related procedures. Ensure compliance with MPSS and MISS documents. Manage physical security aspects of the Department. Conduct preliminary investigations on security breaches, threats and risk assessments in the Department and its entities. Coordinate all Departmental events and ensure compliance with security standards. Liaise regularly with the external stakeholders for security advice (i.e., SAPS and SSA,) Conduct Threat Risk Assessments on buildings and personnel. Conduct and implement contingency planning within the Department. Manage the administration of the component including the human resources, budget, and assets.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/74** : **DEPUTY DIRECTOR: NATIONAL QUALIFICATION FRAMEWORK REF NO: DHET73/05/2023**
 Branch: Policy Planning and Strategy
 Directorate: National Qualification Framework and PSET Planning
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF level 7) in education or a relevant discipline. A post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' of relevant experience the at junior management level. Experience in working with the South African Qualifications Authority (SAQA), Council for Higher Education (CHE), Quality Council for Trades and Occupations (QCTO), the Quality Council for General and Further Education and Training (UMALUSI) and/or any related environment is an added advantage. Sound knowledge and understanding of the National Qualifications Framework (NQF) Act, 2008; accreditation and registering of qualifications and the roles and responsibilities of SAQA, the CHE, the QCTO, and UMALUSI. Expert knowledge and understanding of Recognition of Prior Learning (RPL) and Articulation policies and processes. Excellent communication (written and verbal); interpersonal skills; administrative skills; computer literacy; willingness to travel; and a sound knowledge of the Public Finance Management Act (PFMA). Experience in fulfilling secretariat functions for committees is advantageous.
- DUTIES** : Monitor and improve the performance of the NQF System as implemented by entities and institutions. Coordination of the Department of Higher Education and Training (DHET) responsibilities and functions in terms of the NQF Act; SAQA and the Quality Councils. Ensure that current legislation, policies, and standards are implemented by NQF Bodies, and that legislation, standards and policies are amended. Perform administration and coordination functions pertaining to the leadership and coordination of NQF-related work. Oversee and manage the implementation of Regional and International Agreements and

Conventions. Perform administration and secretariat functions for committees and monitor and report on the implementation of the NQF Act. The incumbent will work closely with SAQA, the CHE, the QCTO, UMALUSI and implementation branches in the DHET.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/75 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: DHET74/05/2023 (X2 POSTS)**

Branch: Planning, Policy, and Strategy

Directorate: Legal and Legislative Services (Education Institutions)

Re-advertised and candidates who had previously applied may re-apply)

SALARY : R531 381 – R1 252 374 per annum, (OSD Scales)

CENTRE : Pretoria

REQUIREMENTS : An appropriate LLB degree; Admission as an Advocate or Attorney (preferably but not a requirement); A minimum of (8) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, the law of evidence, law of delict, commercial transactions law, post-school education and training laws. The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organizing. Willingness to travel and a valid driver's license.

DUTIES : Provide legal support and advice to the Department, its institutions and statutory bodies on matters relating to legislation administered by the Department and its policies to ensure compliance; legislation formulation; contract vetting and drafting; provide litigation support, including the compilation of documents and court records, attend consultations with state attorneys and legal counsel; prepare Ministerial and Director-General submissions, memoranda, legal opinions and reports; advice and mentor juniors.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/76 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DHET75/05/2023**

Branch: Technical and Vocational Education and Training

Component: Eastern Cape Regional Office

Directorate: TVET Curriculum and Institutional Support

SALARY : R527 298 per annum (Level 10)

CENTRE : East London

REQUIREMENTS : An appropriate bachelor's degree/ diploma/ national diploma (NQF Level 6) in Education or an equivalent qualification. A certificate in facilitation/ assessor/moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of the Skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management, Willingness to travel and a valid driver's licence.

DUTIES : Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process

reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshops. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/77 : **ASSISTANT DIRECTOR: SETTING SERVICES REF NO: DHET76/05/2023 (X3 POSTS)**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Assessment, Item Development and Marking Services

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10), (all-inclusive remuneration package)
: Pretoria

: An appropriate bachelor's degree/national diploma (NQF Level 6) in Education or related qualification. A minimum of three (3) to five (5) years of supervisory experience as a lecturer within the TVET sector. Good interpersonal, organisational and communication skills are additional requirements. The following will be an added advantage: Experience as a lecturer/teacher of ICASS and ISAT. The applicant must have extensive knowledge and experience of MS Office, especially MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES : Coordinate the setting process relating to NC(V), Nated and CET examinations which include signing off on the question papers submitted by examiners and moderators. Conduct quality control checks by using a quality control instrument to ensure the question papers received are error-free and aligned with the current curriculum content. Liaise with examining/moderation and/or Quality Council panels, such as Umalusi and/or the QCTO. Conduct version control checks on the paper submitted by the examiner/moderator. Maintain a workflow register and electronic filing system. Maintain the security of national assessment instruments. Perform relevant administrative functions related to the functioning of the Unit.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/78 : **ASSISTANT DIRECTOR: CERTIFICATION AND HISTORICAL RECORDS REF NO: DHET77/05/2023**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Resulting and Certification

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

: An appropriate bachelor's degree/advanced national diploma (NQF level 6), in Public Management/Administration or related qualification. A minimum of three (3) to five (5) years of supervisory administrative experience in a management environment and TVET examinations and/ or related services. The candidate must possess extensive knowledge and experience in examination administration along with registration of candidates for examination and resulting thereof, IT system. Knowledge of Public Service and Regulations. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, and MS Outlook). Must have leadership

- abilities, interpersonal relations, and conflict management skills with regard to people management. Ability to interpret policies and draft official reports pertaining to the resulting process. Values and attitudes: client-oriented focused; ability to work overtime, Integrity, and loyalty are essential. The successful candidate must be adaptable, self-disciplined, and able to work independently and under pressure in a diverse team. A valid driver's license.
- DUTIES** : The successful candidate will be responsible for managing the audit processes concerning certification (processing of replacement Teacher/Tertiary qualification, issuing of NND. Responsible for Data archival and subject credit transfers. Management and maintenance of Historical records (NTC) Implement and oversee operational security measures relevant to issuing of National N Diplomas process as mandated by QCTO. Create credit transfer record documentation for examination centres on the examination IT system, organize the printing and coordinate the credits report, receipt, and processing of credits requests thereof. Verification of TVET College qualifications, former teacher qualifications, and National Technical Certificate qualifications as mandated by SAQA. Maintain implement and audit operational security measures relevant to certification and data archival processes. Incident/Query Management of Certificate and Historical Records, coordinate, deal with, and follow-up on responses to queries regarding the diplomas, credits transfers, etc. Interpret and apply policies and quality council directives relevant to National N Diplomas (REPORT 191), and credits transfers (REPORT 190).
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- NOTE** : Shortlisted candidates must be willing to undergo a competency test. The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance. Successful candidates will be required to sign a performance agreement and will be subjected to a security clearance.
- POST 20/79** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DHET78/05/2023 (X2 POSTS)**
Branch: Technical and Vocational Education and Training
Component: Eastern Cape Regional Office
Directorate: CET Curriculum and Institutional Support
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: East London
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Education or related qualification. A postgraduate qualification in Education and Training will be an added advantage. A minimum of five (5) years' work experience in an Education and Training environment with at least three (3) to five (5) years' experience at the Supervisory level. Actual work experience of teaching in Community Education and Training (CET) will be treated as an added advantage. Knowledge of the Constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum and support, A good understanding of matrix management. Knowledge and understanding of ICT in Education as it relates to curriculum and support. A sound understanding of curriculum transformation issues, capacity building, interpretation, analyse and apply current legislation and departmental policies, organizational skills, decision-making skills, and proven written and verbal skills. Attention to detail and high level of accuracy, effective public relations, and public speaking. Computer literacy with specific reference to functional MS Excel, MS Word, MS PowerPoint, and MS Outlook. Willingness to travel and a valid driver's license.
- DUTIES** : Manage, conduct, and coordinate curriculum and support processes in the region. Write reports to go to institutions and compile regional reports. Conduct regular on-site visits to CLCs. Identify gaps in evaluated institutions and develop intervention strategies to improve teaching and learning support services. Communicate the identified curricular gaps in institutions to the CET college. Manage, monitor, evaluate and coordinate curriculum implementation and support CLCs. Work collaboratively to improve student performance. Establish systems and structures that allow effective management. Assist the deputy director to establish channels of communication with relevant stakeholders. Manage information by collecting, analysing, and translating data into knowledge for planning, decision making and reporting. Facilitate policy formulation, analysis, and implementation. Provide management and support in line with approved Strategic and Annual Performance Plans.

		Undertake research and development to improve teaching and learning support to CET institutions in the region. Ensure proper record-keeping, control, and reporting. Conduct student enrolment verification. Assist the CET college to conduct unit-level records and annual surveys. Perform any other reasonable function assigned by the employer within the job function.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/80</u>	:	<u>ASSISTANT DIRECTOR REF NO: DHET79/05/2023</u> Branch: Community Education and Training Directorate: CET Management and Governance Management Re-advertised and candidates who had previously applied may re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or related qualification. A minimum of 3 to five (5) years of supervisory experience in a coordination environment within the post-school education and training sector. A qualification or working experience with governance structures will be an added advantage. Understanding of governance structures and student leadership within public colleges. Knowledge of legislation and policies governing CET College in South Africa. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Willingness to work irregular hours and travel extensively. Good computer skills with high-level knowledge and application of MS Word, Excel, and Ms PowerPoint. A valid driver's license. Skills: Ability to plan, organise, manage, and monitor activities and processes. Coordination and group facilitation skills.
<u>DUTIES</u>	:	Manage the process of advertising and appointments of councils of the CET Colleges. Support the functionality and monitor activities of Councils during their tenure of office. Maintain the CET Colleges Council database. Develop and administrate the council's functionality tool. Develop Guidelines and Standard Operating Procedures relating to student leadership. Support CET Colleges during student leadership elections and inductions. Coordinate student leadership capacity-building workshops.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/81</u>	:	<u>ASSISTANT DIRECTOR: TEACHING QUALIFICATIONS POLICY REF NO: DHET80/05/2023</u> Branch: University Education Directorate: Teaching Qualifications and Policy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Education Training and Economic Development or related qualification. A minimum of three (3) to five (5) years of experience in education qualification frameworks. A relevant postgraduate qualification will be an added advantage. An understanding of qualification frameworks in general, both local and foreign, in addition to specific knowledge of teacher education qualifications sub-frameworks. Excellent knowledge of the teacher education system, including key policies and frameworks that relate to teacher education, and knowledge of teacher education practices and programmes in university and private higher education institutions. Knowledge of the range of teacher education qualifications offered currently and historically in South Africa, and in other countries, particularly countries of origin of foreign teachers who currently seek employment in South Africa. A good knowledge of employment conditions in different public education sub-systems enables an understanding of the relationship between qualifications policies and requirements for employment and remuneration. Relevant work experience in the evaluation of qualifications and programmes. Ability to work collaboratively with public and private providers of teacher/lecturer education programmes, with other government departments, and with other organizations in quality assurance, recognitions and/or accreditation of teacher education qualifications (e.g., CHE/HEQC, SAQA etc.). Ability to analyse policy, policy development and policy implementation. Good communication skills and interpersonal relations with

- average computer skills and knowledge of MS Word, Outlook, Excel, Access, and PowerPoint.
- DUTIES** : The scope of the work of the successful candidate will include, but not be limited to: Assist in the development, maintenance, and implementation of national policies on professional higher education qualifications for teachers/lecturers in the schooling and post-schooling sector. Assist in the development, maintenance, and implementation of national policy in regard to the recognition of educator qualifications for employment in different public education sectors. Evaluate new/revised teacher education programmes submitted by higher education institutions and recommend for approval, in line with prevailing policies. Evaluate sets of individual local and foreign qualifications for employment in education and for REQV recognition, in line with prevailing policies. Provide training, guidance and support to provinces and higher education institutions in regard to policy implementation on evaluation of teaching qualifications for employment in education and for further study in teacher education. Work closely with SACE, Educator Unions, CHE/HEQC, SAQA and other relevant role-players in regard to qualification recognition and accreditation.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/82** : **ASSISTANT DIRECTOR: ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET81/05/2023**
Branch: University Education
Directorate: University Academic Planning, Monitoring and Evaluation
Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Statistics or a Bachelor of Commerce or an equivalent qualification. Minimum of three (3) to five (5) years' experience in the higher education sector. Knowledge of academic planning, enrolment planning, monitoring, and evaluation. Skills (Intermediate): client orientated, ability to understand and analyse data, responsive, teamwork, report writing and working under pressure. Advanced Ms-Excel, Ms-Word, and Ms-PowerPoint, with a high level of accuracy for data analysis. A valid driver's license and willingness to travel.
- DUTIES** : Assist with the enrolment planning process; Receive and process enrolment plans and midterm review enrolment plans from institutions; Assist with the consolidation of the enrolment planning and midterm enrolment planning tables; Compile data tables to assist with the assessment of the individual enrolment data plans against the national enrolment planning data table; Assist with the drafting an overview of the institutional narratives for enrolment planning; Maintain the folder and sub-folders for enrolment planning on the server and ensure backups are kept; Compile tables for the annual monitoring report on enrolment targets and prepare the submission to the Director-General. Assist with compiling and maintaining institutional profiles; Preparation of institutional profiles; Maintenance of the institutional profiles annually; Compile data tables as required on institutions for monitoring and evaluation of the sector; Compile narratives to the data tables for monitoring and evaluation of the sector; Assist with the expansion of the Higher Education sector; Take notes in meetings relating to the expansion of the sector; Prepare briefing notes and documentation for meetings on the expansion of the sector; Draft Terms of Reference where applicable for task teams; Compile submissions relating to the expansion of the sector; Prepare briefing notes, speeches and submissions timeously based on DG/DDG memos and CD requests; Attend skills planning meetings and other designated meetings and provide reports on these meetings; Draft responses to parliamentary questions; Prepare presentations for Portfolio Committee and other government departments on request; Compile data tables and graphs as per user requirements; Respond timeously to all correspondence; Carry out any other relevant task as delegated by Management.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/83** : **ASSISTANT DIRECTOR: MANAGEMENT SUPPORT REF NO: DHET82/05/2023**
 Branch: University Education
 Directorate: Student Support and Sector Engagement
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF Level 6) in Sociology, Psychology, or an equivalent qualification. A minimum of three (3) to five (5) years of relevant supervisory experience. Understanding of the higher education system; Good knowledge of Student Support Services. Good written and verbal communication; Computer literacy; Analytical, administrative and information management skills; Project management Skills; Conflict management skills; Strategic thinking and planning skills; Good organizational skills; Good interpersonal relationships and ability to form networks; Ability to work under pressure and meet deadlines; multi-tasking in a pressurised environment. Be willing to travel and work overtime when required. A valid driver's license.
- DUTIES** : The responsibilities of this position will include but are not limited to Monitoring the provision of student support services at higher education institutions. Providing strategic oversight to student development and governance in the higher education system; Facilitating the participation of student leadership in higher education policy formulation and processes and departmental programmes. Monitor the registration process of the universities; Monitor SRC elections and participation in induction programmes of SRCs; Implement student leadership capacity development initiatives as well as other initiatives as identified by the Department.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- NOTE** : All short-listed candidates will be required to undertake an MS Excel and writing/presentation test
- POST 20/84** : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (LIMPOPO & MPUMALANGA REGION) REF NO: DHET83/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Regional Skills Development Implementation
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
 : Pretoria
 : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/Management or related qualification. A minimum of three (3) to five (5) years' experience in a project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.
- DUTIES** : Monitor the implementation of projects in the region and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that

training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Regional Skills Development Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Escalate the issue to Deputy Director: Regional Skills Development Monitoring and other relevant stakeholders. Conduct due diligence regarding the change request, complete change request documentation and submit to the Deputy Director: Regional Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management system. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/85 : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION WESTERN CAPE/ NORTHERN CAPE REGION REF NO: DHET84/05/2023**

Branch: Skills Development
Component: National Skills Fund
Directorate: Regional Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Cape Town
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in public Administration Management or related qualification. A minimum of three (3) to five (5) years of supervisory experience in project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Monitor the implementation of projects in the region and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Regional Skills Development Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Escalate the issue to Deputy Director: Regional Skills Development Monitoring and other relevant stakeholders. Conduct due diligence regarding the change request, complete change request documentation and submit to the Deputy Director: Regional Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management system. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge

management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/86 : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION (REGION: EASTERN CAPE REGION) REF NO: DHET85/05/2023**

Branch: Skills Development

Component: National Skills Fund

Directorate: Regional Skills Development Implementation

SALARY CENTRE : R527 298 per annum (Level 10)
: East London

REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Management or related qualification. A minimum of three (3) to five (5) years' experience in project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting the deadlines within tight timeframes. A valid driver's license.

DUTIES : Monitor the implementation of projects in the region and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Regional Skills Development Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Escalate the issue to Deputy Director: Regional Skills Development Monitoring and other relevant stakeholders. Conduct due diligence regarding the change request, complete change request documentation and submit to the Deputy Director: Regional Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management system. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/87 : **ASSISTANT DIRECTOR: ARPL GAP CLOSURE REF NO: DHET86/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment

SALARY : R527 298 per annum (Level 10)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate national technical diploma, a recognised South African Trade Qualification, Assessor Certificate, and a valid Driver's license. A minimum of five (5) years of industry-related workplace experience and three (3) years' experience in artisan development (Training, ARPL and Trade Testing). Knowledge: Knowledge of assessment principles. Knowledge of Training and trade test environments. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations Understanding of the Criteria and Guidelines for the implementation of ARPL. Skills: Ability to plan, organize, manage, and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop standard operating procedures and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint).

DUTIES : will include Maintaining accreditation status ARPL Gap Closure and trade test documentation. Provide credible ARPL gap closure and training to all candidates implement and maintain interns' Quality Assurance and Monitoring. Effective Planning and Control of Equipment, tools, and Consumables. Effective Management of Infrastructure and Resources. Provide Guidance and Support on ARPL implementation and processes to accredited Trade Test Centre. Plan, Prepare and Schedule for support, training, and evaluation activities. Liaising with Stakeholders regarding Artisan Recognition of Prior Learning processes and model. Manage staff members and workshop resources.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/88 : **ASSISTANT DIRECTOR: TRADE TEST REGISTRATION AND ARPL REF NO: DHET87/05/2023**
Branch: Skills Development
Chief Directorate: Indlela Artisan Training and Assessment

SALARY : R527 298 per annum (Level 10)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 6) in Public Management/Public Administration/Office Management. A minimum of three (3) to five (5) years of relevant supervisory experience in the administration of trade testing and registration. Knowledge of assessment principles. Knowledge of training and Trade Test environments. Knowledge of human resources. Knowledge and understanding of the Trade Testing Administration, understanding the Higher Education Sector, understanding of corporate governance, Planning, and organising, financial management, Report writing, Communication, Interpersonal Relations Problem-Solving, Computer Literacy, and team leadership. Knowledge of training and trade test environments. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations. Understanding of the Criteria and Guidelines for the Implementation of ARPL. Skills: Ability to plan, organize, manage, and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skills to develop standard operating procedures and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint, and MS Outlook). A have a valid driver's license.

DUTIES : will include: Oversee the Trade Test Registration and ARPL unit and administration support services, Overseeing registration and administration process, Overseeing and coordinating human resource administration services, Coordinating and reporting monthly statistics information, Overseeing and Coordinating asset and supply chain management services, Providing general administration support services and maintain a proper filing and

- archive system, Management of staff Leave, PMDS and Workplans, Ensure completion of performance agreements by all employees in the unit.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/89** : **CHIEF ARTISAN GRADE B: MILLWRIGHT REF NO: DHET88/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE REQUIREMENTS** : R523 917 per annum, (OSD Scales)
: Olifantsfontein
: A national technical diploma with related subjects in Millwright and related trade or equivalent qualification in the trade. A Trade Test Certificate in relevant trade. An Assessor and Moderator Certificates. A valid driver's license. Five years of trade-related experience after qualifying as an artisan. Three years assessor and supervisory in an artisan development and training environment or trade testing centre. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate trade tests in the millwright and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills Manage resources that include human, assessment. Equipment and material. Effective record keeping.
- DUTIES** : will include conducting and moderating trade testing in the Millwright and related trades as well as implementing and maintaining ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested. Supervise Chief Artisan A and Trade Assistants. Procure assessment equipment and material. Assess the performance of all staff in the unit.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/90** : **CHIEF ARTISAN GRADE B: MOTOR MECHANIC REF NO: DHET89/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE REQUIREMENTS** : R523 917 per annum, (OSD Scales)
: Olifantsfontein
: An appropriate national technical diploma or related qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor and Moderator Certificates. A minimum of three (3) years of Trade-related experience after qualifying as an artisan. Three years of supervisory and technical training or assessment experience after qualifying as an artisan. A valid driver's license. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate trade tests. in the motor mechanic and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills. Manage resources that include human resources, assessment equipment and material. Effective record keeping.
- DUTIES** : will include conducting and moderate trade testing in the Motor Mechanic trade as well as implementing and maintaining ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/91 : **CHIEF ARTISAN GRADE B: AUTOMOTIVE REF NO: DHET90/05/2023 (X2 POSTS)**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
Re-advertised and candidates who had previously applied may re-apply

SALARY : R523 917 per annum, (OSD Scales)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate national technical Diploma with related subjects in Panel Beater and Vehicle Painter Trade Engineering or equivalent qualification. A Trade Test Certificate in Panel Beater and Vehicle Painter or related trades coupled with Assessor and Moderator Certificates. A minimum of five (5) to ten (10) in technical training experience after qualifying as an artisan. Good knowledge of Trade Test Regulations. Good knowledge of the Skills Development Act, 1998. Good knowledge of the Occupational Health and Safety Act. The candidate must be able to assess candidates in Panel Beater and Vehicle Painter or related trades. Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. Ability to perform moderation within the panel beater and vehicle painter trades. A valid driver's license.

DUTIES : This will include conducting trade testing in the Panel Beater and Vehicle Painter trades as well as implementing and maintaining ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment, tools, and consumable stock. Procurement and control of assessment equipment, tools, and consumable stock. Maintain safety in the workshop.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/92 : **CHIEF ARTISAN GRADE A: CARPENTER AND JOINER REF NO: DHET91/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
Re-advertised and candidates who had previously applied may re-apply

SALARY : R434 787 per annum, (OSD Scales)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate national technical certificate N3 in Civil Engineering or related qualification. Qualified as a Carpenter and Joiner as well as an Assessor. A minimum of five (5) to ten (10) years of technical training or assessment experience after qualifying as an artisan. An appropriate Trade Test Certificate in Carpentry and Joiner trade. Any additional trade certificate in the civil engineering field, as well as a Moderator Certificate, will be an advantage. Knowledge of Skills Development Act, 1998, Occupational Health and Safety Act and Trade Test Regulations. Must be able to assess candidates in Carpentry and Joiner trades. Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organising skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. A valid driver's license.

DUTIES : Will include Conducting assessment and ARPL in the Carpenter & Joiner, Joiner, and Carpenter trades. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures. Assess the performance of staff reporting to him/her. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures. Assess the performance of staff reporting to him/her. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of

- staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/93** : **CHIEF ARTISAN GRADE A: ELECTRONIC EQUIPMENT MECHANICIAN REF NO: DHET92/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE REQUIREMENTS** : R434 787 per annum, (OSD Scales)
: Olifantsfontein
: A relevant National Technical Certificate N3 or a related qualification coupled with three (3) years of trade-related experience after qualifying as an artisan and an Electronic Mechanician Trade Certificate. An Assessor certificate. Valid Driver's license. Three years of artisan training or assessment experience in Electronic Equipment Mechanics and experience in Radiotrician will be an added advantage. Knowledge: Skills development act of 1998. Must be able to assess candidates in Electronic Mechanician. Processes and criteria relating to ARPL and Trade Testing. Occupational Health and Safety Act and Trade Test Regulations. Skills: Computer literacy (Ms Word, Excel, and PowerPoint) Good report writing, Planning, Organising, Controlling and Leading Skills. Good Supervising Skills.
- DUTIES** : Conduct Assessment and ARPL in Electronic Mechanician. Maintain Assessment Equipment and the Facilities. Maintain and ensure the safekeeping of records. Supervise and Assess the Performance of Trade Assistants. Procurement and control assessment stock. Maintain safety in the workshop.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/94** : **CHIEF ARTISAN GRADE A: BOILERMAKER REF NO: DHET93/05/2023**
Branch: Skills Development
Chief Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE REQUIREMENTS** : R434 787 per annum, (OSD Scales)
: Olifantsfontein
: A National Technical Certificate N3 or equivalent qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor certificate. Three (3) years of trade-related experience after qualifying as an artisan. At least two (2) years of artisan training or assessment experience. Knowledge: Skills Development Act, 1998. Must be able to conduct and moderate Trade Tests in Boiler making and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping. A valid driver's license.
- DUTIES** : will include conducting and moderate trade testing in the boiler-making trade as well as implementing and maintaining ARPL. Conduct moderation of Trade Testing internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Procure assessment equipment and material. Assess the performance of staff in the unit.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/95** : **CHIEF ARTISAN GRADE A: ELECTRICAL REF NO: DHET94/05/2023**
Branch: Skills Development
Chief Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE** : R434 787 per annum, (OSD Scales)
: Olifantsfontein

<u>REQUIREMENTS</u>	:	A relevant National Technical Certificate N3 or equivalent qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor certificate. A valid driver's license. Three (3) years of trade-related experience after qualifying as an artisan. Two years' artisan training or assessment experience. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate Trade Tests in the electrical and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping.
<u>DUTIES</u>	:	will include conducting and moderating trade testing in Electrical trade as well as implementing and maintaining ARPL. Conduct moderation of Trade Testing internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/96</u>	:	<u>CHIEF ARTISAN GRADE A: REFRIGERATION MECHANIC REF NO: DHET95/05/2023</u> Branch: Skills Development Chief Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R434 787 per annum, (OSD Scales)
	:	Olifantsfontein
	:	A National Technical Certificate N3 in Refrigeration Engineering or related qualification coupled with three (3) years of technical training or assessment experience after qualifying as an artisan. Trade Test Certificate in Refrigeration Mechanic and Assessor qualification. Registered with SARACCA as a Refrigerant gas installer for Air Conditioning and Refrigeration. Any additional trade certificate or qualification in the electrical engineering field as well as a Moderator Certificate will be an advantage. A valid driver's license. Knowledge: Knowledge of Skills Development Act, 1998 and Trade Test Regulations. Knowledge of the Occupational Health and Safety Act. Must be able to assess candidates in Refrigeration Mechanics. Skills: Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills.
<u>DUTIES</u>	:	will include conducting assessments in the Refrigeration Mechanic trade and implementing ARPL. Conduct audits of external Trade Test Centres. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/97</u>	:	<u>ASSISTANT DIRECTOR: ASSETS AND FACILITIES REF NO: DHET96/05/2023</u> Branch: Skills Development Component: National Skills Fund Directorate: Financial Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Pretoria
	:	An appropriate bachelor's degree/ national diploma (NQF Level 6) in qualification in Administration, Public Management or Facilities Management. A post-graduate relevant qualification (NQF Level 8) will be an added advantage. A minimum of two (2) to three (3) years of supervisory experience in a Facilities/Property and Auxiliary management environment. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies, and standards; knowledge and experience in Facilities Management, and lease management. Sound knowledge of Public

Service Regulations (PSR) Public Service Act (PSA), Labour Relation Act, Employment Equity Act Basic Condition of Employment Act (BCEA), Occupational Health and Safety standards, and National Treasury Regulations Generally Recognised Accounting Practice. Project Management, knowledge and understanding of Public Finance Management Act (PFMA) and GIAMA Skills: good interpersonal relations and ability to interact at all levels, problem-solving, planning and organizing and computer literacy, administrative, team player skills. Problem-solving and analytical skills. Communication; verbal and written skills performing analysis and resolving problems. Ability to work under pressure. A valid driver's license.

DUTIES

: Manage the provision of appropriate facilities for head office and regions, including office space and parking; Manage facilities, assets and inventories planning and budgeting; Manage the allocation and usage of facilities space and assets across NSF; Oversee the general repairs and maintenance of NSF's facilities and assets; Manage cleaning services; Ensure buildings meet health and safety requirements and that facilities comply with legislation; Manage the NSF's facilities, assets and inventory policies and procedures; Develop and maintain the NSF's asset and inventory procurement plan and registers; Manage the purchase requisitions of assets and inventories; Manage the rental and lease agreements related to facilities and assets; Manage the receipt, safeguarding, disposal, tracking and recordkeeping of assets and inventories, including barcoding of assets; Manage facilities and assets help desk, including the management of all requests, queries and complaints related to facilities, assets and inventories; Perform asset and inventory counts; Manage receptionists services; Manage boardroom bookings and related services; Prepare relevant financial workbooks; Prepare audit files related to facilities, assets and inventories for use by the Auditor-General of South Africa and internal audit during audit processes; Manages audit queries related facilities, assets and inventories; Participate as an active member of the NSF finance team.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/98

: **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: DHET97/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Information Communication Technology and Analytics

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF level 6) in Computer Science or Information systems. A minimum of two (2) to three (3) years of supervisory experience in the development, support, and management of IT user applications. The following mandatory skills are required for the job: Advanced Programming skills in a .NET environment using C# and VB.Net, Advanced computer skills in the full range of MS Office products especially in MS Access, Advanced skills in SQL query language (SQL Server and Oracle databases), Experience in IT project management and user support, The incumbent will also be a person who works well under pressure, pay attention to detail, works well within a team environment and has good communication skills. A valid driver's licence.

DUTIES

: Implement the ICT strategy and manage the NSF's ICT infrastructure including applications, hardware, and systems. Define the NSF's ICT operational requirement. Engage with users to define the NSF's ICT infrastructure requirements. Manage the applications deployed at the NSF and coordinate the implementation of applications. Manage application licensing, maintenance, and service provider SLAs. Manage the core and support ICT system of the NSF and ensure that the systems within the NSF including servers and databases function at optimal levels at all times. Configure the servers where required. Ensure the establishment and maintenance of a sustainable and reliable network within the NSF. Manage the hardware requirements for the NSF. Develop and maintain a database of all hard drives, printers, PCs, and other ICT equipment. Identify any ICT hardware issues and determine if they are repairable internally or if they need to go to the suppliers for repairs. Order new ICT hardware when required. Manage the ICT support for the NSF and develop the ICT service management framework. Ensure the

		ICT support desk is operational and meets service delivery requirements in line with service level agreements and relevant standards set with regard to ICT operations. Assist users with any general ICT queries or problems they may have such as passwords, printer, or connection issues. Book faulty PC's in for repairs where required and ensure that the relevant documentation is completed and filed. Issue clearance forms for ICT hardware and leave the building. Deal with ICT incident management occurrences. Participate as an active member of the ICT, strategy, and innovation team.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/99</u>	:	<u>ASSISTANT DIRECTOR: ENTERPRISE DOCUMENT MANAGEMENT AND REGISTRY REF NO: DHET98/05/2023</u> Branch: Skills Development Component: Nationalskills Fund Directorate: Financial Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/ national diploma (NQF Level 6) in Financial Management/ Accounting and/ or Auditing. A minimum of three (3) to five (5) years of supervisory experience in financial management, accounting and/or auditing. A certificate in Archiving and Records Management will be an added advantage. Sound knowledge of the Public Financial Management Act (PFMA), National Archives and Records Management Services of South Africa Act, Promotion to Access to Information Act (PAIA), Promotion of Administrative Justice Act, Information Security Policy, Electronic Communication Transaction Act Electronic Document Management System, Minimum Information Security Standard (MISS) Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act Basic Condition of Employment Act (BCEA). Skills: People management, records management, and financial management. Good planning and organizing. Computer literacy, Communication (verbal and written) skills; verbal communication; attention to detail; preparing and delivering presentations; performing analysis and resolving problems, quality management. The incumbent must be service delivery orientated, customer-focused, maintain integrity and be able to work in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills. A valid driver's license.
<u>DUTIES</u>	:	Manages the document management and registry office effectively and efficiently; Facilitates records management of workshops. Develops data management and record archiving collation guidelines and communicates these to the business. Maintains documents as per required compliance guidelines. Develops and maintains proper procedures for filing system, disposal of documents, opening and closing of files, and proper filing of documents. Develop and review policies for the NSF in accordance with the National Archiving Act. Liaise with businesses to ensure that there is proper management of records. Ensure that effective security clearance standards are developed and adhered to regarding information retrieval. Monitor the disposal of records in accordance with the National Archives and Records Services of South Africa Act, Manages the provision of driver and messenger services to support the NSF's day-to-day operations.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/100</u>	:	<u>ASSISTANT DIRECTOR: DEMAND, ACQUISITION, AND CONTRACTS REF NO: DHET99/05/2023</u> Branch: Skills Development Component: National Skills Fund Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/ national diploma (NQF level 6) in Purchasing Management/Logistics Management/ Public Management/ Supply Chain Management or related qualification. A minimum of three (3) to five (5) years of supervisory work experience in Supply Chain

Management/Procurement (Demand, Acquisition, and Contracts). Understanding and interpretation of applicable systems and Central Supplier Database (CSD). This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing, and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem-solving and analysis, technical proficiency, quality management, communication, people management, and empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity, and be able to perform in a team environment. Good knowledge of frameworks, legislation, and prescripts applicable to supply chain management. Good computer skills and a valid driver's license.

DUTIES : Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental supply chain strategy in terms of Demand, Acquisition, and Contract Management. Perform contract management functions and ensure compliance. Facilitate effective payments of terms contract arranged by NSF. Give progress to the end user regarding the submitted requests for goods, services, and or works. Supervise and lead a team that renders demand acquisition, contracts, risk, and performance management. Conduct needs analysis, develop Annual Procurement Plan, submit to National Treasury, and monitor projects as approved on the plan. Compile and update bid the register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, and receive bids and details of the awards. Advise the Department on SCM Matters, and develop, implement, and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safekeeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Directorate. Participate as an active member of the NSF finance team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/101 : **ASSISTANT DIRECTOR (PARLIAMENTARY LIAISON OFFICER): ADMINISTRATIVE SERVICES REF NO: DHET100/05/2023**
Branch: Office of The Director-General
Directorate: Executive Support and Administrative Services
Re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria/Cape Town
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management, Office Management, or an equivalent qualification. A minimum of three (3) to five (5) years of experience in the Parliamentary environment/administration in the office of executive authority. Thorough knowledge of the interaction between Parliament, Departments and Ministry. Understanding of the mandate and functional areas covered by the executing authority's portfolio. Knowledge of political, Cabinet and Parliamentary Legislative processes in South Africa. Knowledge of Minimum Information Security Standards (MISS) and understanding of the Department. Strong organisational abilities and analytical skills. Excellent communication skills (verbal and written). Good report writing skills. Computer literacy (proficiency in MS Word, Outlook, PowerPoint – the ability to draft or edit PowerPoint presentations). Sound interpersonal skills. High levels of reliability, confidentiality and diplomacy and Managerial skills. Professional; Able to deal with people from a wide range of backgrounds and levels of seniority; Committed and Loyal.

DUTIES : Coordinate Parliamentary Questions: Receive question papers for oral and written replies from Parliament; Identify questions relevantly/directed to the Department; Send questions to the relevant branches with an indication of due dates for submitting responses to the Office of the DG; Create a table on the status of questions for tracking purposes, both outstanding and tabled questions; Receive responses from branches, edit and print, copy, scan and submit the response to Ministry; Update the table for reporting in Senior Management meetings. Coordinate Parliamentary Committee meetings: Receive a list of the parliamentary committee and oversight visits; Create a draft programme of committee meetings including oversight visits with due dates for submitting presentations; Receive the presentation, and edit where

possible before sending them to the Chief Director and Director-General for approval and approved versions sent to Ministry / Parliament; Coordinate the attendance of Departmental/delegations at Parliamentary meetings legislation briefings and oversight visits etc.; Attend Parliamentary Committee meetings and oversight visits and compile reports where applicable; Send the tabled responses to Communications for updating DHET website. Support the DG in parliamentary work: Receive announcements, Tabling and Committee Reports daily and identify issues that affect the Department; Send to the branches and request inputs in responding to the recommendations made; Compile the inputs received from branches and edit where possible; Prepare Ministerial submissions to table the responses; Process correspondents from Parliament that come through the Office of the DG; Send to the relevant branches for consideration. Assist on Cabinet matters: Receive read Cabinet documents and identify issues that affect the Department, Memorandum, Agenda and Minutes; Ensure that Cabinet documents are kept in a secure place and Prepare files for the DG when attending Cabinet Lekgotla. Provide a supervisory role to the Senior Administrative Clerk.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/102 : **ASSISTANT DIRECTOR: PUBLIC RELATIONS AND MARKETING REF NO: DHET101/05/2023**
Branch: Corporate Management Services
Directorate: Marketing and Public Relations

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria

: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication/Marketing or Public Relations or an equivalent qualification. A minimum of three (3) to five (5) years of supervisory experience in Communication or Public Relations and Marketing environment. Knowledge and exposure to interaction and engagement with different stakeholders including communication institutions. Knowledge of the broader public service framework on communications within the public service and social media platforms. Skills required: content development, coordination and production of the publication, Further requirements required: emotional intelligence and good communication skills, must have leadership abilities, interpersonal relations, and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel, and PowerPoint). Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be responsible in terms of planning, coordinating, and implementing all Communication or Public Relation and Marketing projects and other related projects. Develop content and keep to date on a continuous basis with all DHET promotional material and all other publications. Manage and coordinate the production of the DHET publications, particularly the internal and external newsletters in partnership with the DHET stakeholders e.g., Colleges and SETA's. Initiate and coordinate the implementation of successful awareness campaigns for the department working together with other branches or units. Assist in the implementation of a social media strategy to align with the DHET's goals.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/103 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DHET102/05/2023 (2 POSTS)**
Branch: Corporate Management Services
Directorate: Organisational Development, HR Planning, Employment Equity, Policy, And Strategy

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria

: A recognised bachelor's degree/national diploma (NQF Level 6) in Management Services/Production Management /Organisational Development/ Work Study/Human Resource Management or relevant qualification. A job Evaluation Certificate will be an added advantage. A minimum of three (3) to five (5) years of supervisory experience in an Organisational Design and Job Evaluation environment, including supervisory experience. Exposure on post

provisioning norms (PPN) will be added advantage. Knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA) etc. and organisational design principles, procedures, PSCBC resolutions and DPSA directives applicable. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid driver's license.

DUTIES : Provision of Organisational Design and Development Processes. Conducting Job Evaluation (JE) for all posts in the Department (Head Office, Technical Vocational Education and Training (TVET) and Community Education and Training (CET). Facilitate the development of Job Descriptions (JD) for all posts in the Department. Conducting work study investigation and creation of posts for the Department (Head Office, TVET and CET. Facilitate the implementation of posts-providing norms (PPN). Rendering of general support services to the component. Management of all humans, financial and other resources of the unit. Supervise Junior Officers.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/104 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DHET103/05/2023**
Branch: Corporate Management Services
Component: Human Resources Management Administration and Systems Control

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria

: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Human Resources Management/ Public Management/ Administration or related qualification. PERSAL certificate is essential. A minimum of three (3) to five (5) years of supervisory experience in recruitment and selection and PERSAL appointment processes. Knowledge and understanding of the human resources management legislation and regulatory framework, public service prescripts, HR practices, and procedures as well as administrative procedures (PSA, PSR, BCSA, LR, PFMA any other relevant HR policies and procedures. Ability to interpret and implement policies. Knowledge and experience of PERSAL System. Skills: good verbal and written communication skills, organising, planning, problem-solving, facilitation, analytical, coordination, and stakeholder liaison. Computer literacy: (MS Excel, MS PowerPoint, MS Word, and Ms Outlook). A willingness to travel extensively. A valid driver's license.

DUTIES : Coordinate, supervise, and facilitate effective recruitment and selection process and procedures of the Department. Ensure compliance with the implementation of recruitment and selection processes and appointments on PERSAL. Monitor effective personnel suitability checks and ensure placement of employees on personnel and salaries management system (PERSAL system). Ensure safe recordkeeping of appointment files for annual audit purposes. Render recruitment and selection advisory services to employees in the Department. Provide support in the development and implementation of the Department's recruitment and selection policies as well as staff retention and strategy document. Provide advisory support to the Department Regional Offices, TVET and CET Colleges on recruitment, selection, and appointment processes. Arrange Competency Assessment on SMS members. Assist with processing the College submissions on SMARTHET to obtain approval from the delegated authority. Responsible for Performance Management Development Systems for staff and resources in the team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/105 : **ASSISTANT DIRECTOR: CONDITION OF SERVICES: HEAD OFFICE REF NO: DHET104/05/2023**
Branch: Corporate Management Services
Directorate: Human Resource Management Administration and Systems Control

SALARY CENTRE : R424 104 per annum (Level 09)
: Pretoria

- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/Public Administration or equivalent qualification. A minimum of three (3) to five (5) years of supervisory experience in Human Resource Management and Administration functions. Knowledge and experience of appointment processes and Conditions of Service of Public Servants. Good knowledge and experience of the PERSAL System. Must be able to understand and interpret prescripts and policies. Must have effective leadership abilities, interpersonal relations, and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel, and PowerPoint). Ability to work under pressure and willingness to work extended hours when required.
- DUTIES** : To manage the administrative/personnel needs of the staff of the Department and to assist in the management of the conditions of service for all staff of the Department. A business partner with clients. Manage all PERSAL functions which include appointments, transfers, promotions, etc. Training skills must be of satisfactory level to ensure that the candidate will be able to train, evaluate and mentor subordinates and inform departmental staff of prescripts with knowledge and confidence. Good communication skills: (writing submissions, memos, and letters). The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically. Willingness to travel and a valid driver's license.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/106** : **ASSISTANT DIRECTOR: INFORMATION SECURITY MANAGEMENT AND GOVERNANCE REF NO: DHE105/05/2023**
Branch: Corporate Management Services
Chief Directorate: Information Technology and Business Systems Management
Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Security/ Information Technology or equivalent qualification. A minimum of three (3) to five (5) years of supervisory experience in information technology and business system management. The candidate must be certified with one (1) of the following international certifications: CompTIA Security+ or Certified Information Systems Security Professional (CISSP) or Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) or Certified in the Governance of Enterprise IT (CGIEIT). Five (5) years of Information Technology experience of which three (3) years must be within an Information Security Role. Knowledge of CGICTPF, ISO27001/2:2013, ISO22301 and COBIT will be advantageous. Willingness to travel and a valid driver's license.
- DUTIES** : Planning, Conducting and Reporting on Information Security Awareness and Training Programmes for the Department. Implementation and Maintenance of information technology policies, procedures and standards using frameworks such as CGICTPF, and COBIT. Implementation and maintenance of information security policies, procedures and standards using frameworks such as ISO27001/2:2013 and DPSA Security Guidelines. Tracking and reporting on remedial actions to mitigate risks by the Department's standard for plans of action and milestones. Mitigate all IT-related risks as part of the enterprise governance process and maintain an IT Risk Register. Assist the Information Security Officer with remedial actions on Audits by Internal Audit and Auditor General. Access review and reporting on the Department's critical ICT infrastructure.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/107** : **ASSISTANT DIRECTOR: POLICY AND EVALUATION REF NO: DHET106/05/2023**
Branch: Planning, Policy, and Strategy
Director: Policy, Research and Evaluation
- SALARY** : R424 104 per annum (Level 09)

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 6) in Public Policy or Policy and Development. A post-graduate qualification in Public Policy or Policy Development will be an added advantage. A minimum of three (3) to five (5) years of supervisory experience in policy development, policy analysis, and monitoring and evaluation. Experience in the management of large-and small-scale research projects; Knowledge of research methodologies and techniques; Experience in providing administrative and content support on research projects. Experience in promoting research utilisation. Ability to undertake research and analyse documents. Good decision-making skills; Good analytical skills, problem-solving, and facilitation skills, good communication skills (verbal, and written); Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint including report writing and presentation skills. Willingness to travel, when necessary. A valid driver's license.
<u>DUTIES</u>	:	Responsible for supporting the Socio-Economic Impact Assessment (SEIAS) process in the Department. Support evaluation of the departmental policies, programmes, and projects. Provide support for policy development processes within the Department. Coordinate capacity building on policy and evaluation in the Department. Maintain the Research Repository on Post-School Education and Training (PSET). Support the organisation of Research Colloquia and other events; Prepare the Research Bulletin on PSET; Prepare the DHET Research Plan and the list of planned and current research on PSET.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/108</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL GENDER AND DISABILITY MAINSTREAMING REF NO: DHET107/05/2023</u> Branch: Policy Planning and Strategy Directorate: Social Inclusion and Equity
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/national diploma (NQF Level 6) in Social Studies or Behavioural Sciences qualification. A minimum of three (3) to five (5) years of supervisory work experience in issues of social inclusion (equity of race, class, gender, disability, youth development, religion, culture, substance abuse and HIV/AIDS) – in particular in gender and disability inclusion in the Post-School Education and Training (PSET) system. Sound knowledge and understanding of policies, strategies, and programmes for the implementation of gender and disability mainstreaming and transformation administration in government. Experience in the facilitation of workshops, conducting research and analysis, and report writing are essential for this post. Must be computer literate, with strong communication skills, both oral and written.
<u>DUTIES</u>	:	Implement mainstreaming and advocacy of transversal policies and strategies as well as the coordination of programmes and events in the DHET, focusing on gender and disability. This includes awareness-raising of change of attitudes, perceptions, and behaviour, providing support and respect, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination, advancement of women and promotion of socio-economic empowerment programmes. Facilitate the development, coordination, implementation and review of programmes and projects aimed at achieving the Department's and Government's transformation goals. Develop and coordinate campaigns on sector transformation and gender mainstreaming, including the Department's observing key calendar activities such as women and children's campaigns, as well as the calendar activities impacting vulnerable groups. Provide information and support relating to issues of disability in the Department. Develop knowledge management systems to ensure that databases with relevant information on sector transformation, gender mainstreaming and disability programmes and projects are developed and maintained. Provide technical assistance and advice on matters related to sector transformation, gender mainstreaming and disability programmes as well as develop related capacity-building programmes. Implement and monitor programmes and projects on gender mainstreaming, women, youth, and people with disabilities. Facilitate awareness-raising and confidence-building among women, youth, and people with disabilities. Respond to Government's

		legislation and policies on equality, transformation, and empowerment as well as international and regional obligations with regard to vulnerable groups. Conduct research, analyse data, and write reports. Monitor the implementation of programmes promoting health, sports, participation, and integration of youth with disabilities in the Department.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/109</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DHET108/05/2023</u> Branch: Technical and Vocational Education and Training Component: Gauteng /Free State Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Johannesburg An appropriate bachelor's degree/diploma (NQF Level 6) in Industrial Relations/Labour Law and/or Human Resource Management. A minimum of three (3) to five (5) years of supervisory experience within a Labour Relations portfolio in public or private entities. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensuring the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters in the region. Attend Departmental Multi-Lateral Labour Forums in the region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to Head Office.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/110</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DHET109/05/2023</u> Branch: Community Education and Training Office Of the Deputy Director-General
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/ Public Administration/Management or a related qualification. A minimum of three (3) to five (5) years of relevant supervisory experience. Project Management Certificate of at least one year. Extensive experience in project management, office management, administration and coordination of activities, or any secretarial-related work. Knowledge of Departmental or government policies and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental Relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy- skilled and confident user of office applications such as MS Word, Excel, and PowerPoint, Excellent communication, interpersonal and writing skills, Ability to work individually and in a team. Ability to work

		effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. A proactive approach to meeting deadlines and delivering results with limited supervision.
<u>DUTIES</u>	:	Provide administrative and office management support in the Office of the Deputy Director General (DDG). Coordinate projects of the CET Branch. Provide secretariat services. Consolidation of quarterly and annual performance reports' inputs from line functions. Contribute and keep track of the Branch's responses to and compliance with enquiries, questions, requests and dates (e.g., from Cabinet, Portfolio Committees, Public and others). Keep records and maintain an electronic and manual filing system in the Office of the Deputy Director-General. Contribute to the successful coordination of Branch activities, especially those relating to planning and stakeholder engagement. Compile monitor and report on the financial responsibilities of the branch, especially budgets and procurement plans. Provide support to the DDG as may be needed, as well as provide a point of interaction with the DG's offices.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/111</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE REF NO: DHET110/05/2023</u> Branch: Chief Financial Officer Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/ national diploma (NQF Level 6) in Finance/Accounting/ and/or a related qualification. Preference will be given to candidates with seven (7) years of financial experience, who have in-depth knowledge of expenditure functions, clearing of accounts and reconciliations. A minimum of three (3) to five (5) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). Other requirements will be in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in the management of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). A valid driver's license.
<u>DUTIES</u>	:	Include assisting with the payment of authorized departmental expenses. Ensure proper data capturing of expenditure transactions. Prepare inputs to financial statements relevant to expenditure management. Ensure that expenditure transactions are brought to the book. Management of suspense accounts related to expenditure. Management of the clearing of ledger accounts. Management of the reconciliation of accounts to ensure that invoices are paid on time. Management and reconciliation of travel accounts of the Department. Attend to queries related to payments. Management of the issuing of departmental claims and confirmation of balances AND Management of staff. Requesting BAS reports when required. Communications with internal: Colleagues and managers within the Department. Communications with external: Suppliers, National Treasury and the Auditor-General.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/112</u>	:	<u>LEGAL ADMINISTRATION OFFICERS (MR-5) REF NO: DHET111/05/2023 (X2 POSTS)</u> Branch: Planning, Policy, and Strategy Directorate: Legal and Legislative Services (Education Institutions) Re-advertised and candidates who had previously applied may re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R420 642 – R1 005 801 per annum, (OSD Scales) Pretoria An appropriate LLB degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post-qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. Knowledge of: The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-

- profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. Willingness to travel and a valid driver's license.
- DUTIES** : Provide advisory services to the Department; develop plans and strategic interventions related to the implementation of relevant post-school education and training legislation; draft legal documents, memoranda report, government notices, submissions, and reports; analyse legislation and provide recommendations for appropriate interventions; support Senior Legal Administration Officer in drafting key documents relating to the implementation of Department's legislation and policies; draft responses to Parliamentary questions; drafting and vetting of agreements; provide litigation support in all cases involving the Department.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/113** : **LEGAL ADMINISTRATION OFFICERS (MR-5) REF NO: DHET112/05/2023 (X2 POSTS)**
Branch: Planning, Policy, And Strategy
Directorate: Legal and Legislative Services (Corporate and Skills Matters)
- SALARY CENTRE REQUIREMENTS** : R420 642 – R1 005 801 per annum, (OSD Scales)
: Pretoria
: An appropriate LLB degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post-qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. Knowledge of: The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. Willingness to travel and a valid driver's license.
- DUTIES** : Provide advisory services to the Department; develop plans and strategic interventions related to the implementation of relevant post-school education and training legislation; draft legal documents, memoranda report, government notices, submissions, and reports; analyse legislation and provide recommendations for appropriate interventions; support Senior Legal Administration Officer in drafting key documents relating to the implementation of Department's legislation and policies; draft responses to Parliamentary questions; drafting and vetting of agreements; provide litigation support in all cases involving the Department.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/114** : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: DHET113/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance
- SALARY CENTRE REQUIREMENTS** : R420 642 – R1 005 801 per annum, (OSD Scales)
: Pretoria
: An appropriate LLB degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post-qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws.

DUTIES

Experience in governance, risk and/or compliance in the private or public sector. Excellent knowledge and understanding of the law and Government prescripts in the PSET sector. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, problem-solving, Computer literacy and Report writing. Willingness to travel and a valid driver's license.

: Assist the National Skills Fund with drafting submissions for approval by the Senior Management, the Director-General, and the Minister. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures compliance with risk management policies, procedures, and systems. Ensures high-risk compliance and governance areas are proactively identified and mitigated. Develop an internal control register to mitigate possible risks and create awareness. Examine, evaluate, report and recommends improvements in the effectiveness of risk processes. Compile reports on the results of the internal audit process and report to the audit committee on audit findings and recommendations to ensure informed decision-making in audit-related matters. Provision of legal services support. Provide the evidence to stipulate a defence or to initiate legal actions. Prepare legal opinions for committee consideration. Conducting legal research and providing legal advice including drafting legal opinions. Attending to enquiries and/or correspondence. Providing written and verbal opinions on a variety of matters pertaining to the NSF. Coordinate the management of litigation between legal advisors, external attorneys, and advocates to ensure high standards of representation of legal matters. Conduct an analysis of the legal framework to stipulate the requirements of the contract. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Assist colleagues as required. This position requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to applied strategic thinking, applying technology, budgeting and financial management, excellent written and verbal communication, information management, continuous improvement, diversity management, managing interpersonal conflict and resolving problems, good planning and organizing, problem-solving and decision making, project management, team player, creative thinking, decision making, problem analysis, negotiation, quality management, computer skills; research and policy formulation skills; presentation skills; analytical. The incumbent must be service delivery orientated, customer-focused, maintain integrity and be able to work in a team environment. Good knowledge of the post-school education and training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, and must have integrity. The successful candidate will have to annually disclose his/her financial interests.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/115

: **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET114/05/2023**
Branch: University Education
Directorate: Management Support and Transfers

SALARY CENTRE REQUIREMENTS

: R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years' relevant administrative experience; Understanding of key stakeholders in the higher education sector; Knowledge of the Higher Education Act, Treasury Regulations, the Public Finance Management Act and procurement and other relevant policies and leave management. Knowledge of workflow coordination and events or project management. Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat. Good verbal and written communication skills. Good interpersonal skills and

ability to liaise with internal and external stakeholders. Financial management and ability to read financial statements; Good organisational, administrative, planning and coordination skills; Ability to manage a filing system; Good time management skills. Attributes: A good team player who can support, contribute, and actively participate in the work of the Directorate; reliable, proactive, punctual, and flexible.

DUTIES : Providing general office support and management, including filing, tracking, and processing of documents and correspondence for the Directorate. Maintaining the database of Ministerial appointees on the Council of Higher Education and Boards of the National Student Financial Aid Scheme and National Institute of Human and Social Sciences. Maintaining the databases of key stakeholders including universities and public entities. Liaison with internal and external stakeholders relating to the work of the Directorate. Coordinating events, meetings and engagements, compiling documentation required and distributing in advance to delegates. Facilitating and coordinating the operational logistical processes of the Directorate including procurement of equipment and supplies, and payments to service providers relating to project claims. Liaising with higher education institutions, the NSFAS and students on all student funding queries and matters. Develop and maintain a proper database for all student queries. Participate actively as a team member in the activities and functions of the Directorate.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/116 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET115/05/2023**
Branch: University Education
Directorate: Teaching Qualifications and Policy

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of relevant administrative experience. Good knowledge of the post-school education and training system. Knowledge and understanding of policies and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Good interpersonal and communication skills, report writing, problem-solving skills, financial management, planning and organization of work, and administration skills. Technical proficiency; monitoring and evaluation; problem solving and analysis; report writing, compiling presentations. Knowledge management. Strong time management and problem-solving skills are an advantage. Budgeting and financial management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. Ability to function well under pressure and ability to interact well with people from a wide variety of backgrounds and levels. Excellent communication both in writing and verbally. Good planning, organizational and management skills. A valid driver's license.

DUTIES : Coordination of administrative support and activities pertaining to the Directorate; Implement financial administration to support the Manager with financial administration. Develops and assists in managing of the Directorate's budget to ensure cost-effectiveness. Render supply chain management support services to the Manager. Obtain quotations and complete the request forms/ submissions for ordering stationery. Render general support services to the Directorate. Handles all matters pertaining to personnel enquiries in the Directorate. Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost-effective travelling as well as handling subsistence and travel claims. Liaise with service providers to ensure the maintenance of equipment (e.g., photocopy machine, etc.). Supervises and controls resources to ensure a satisfactory workflow and service delivery. Ensure the safekeeping of all documents, records, face value and office resources.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/117 : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL:
COMMUNITY EDUCATION AND TRAINING SUPPORT REF NO:
DHET116/05/2023**
Branch: Community Education and Training

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or related qualification. A minimum of two (2) to three (3) years of working experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organisational and basic events management skills. Ability to create and manage databases and presentations. An understanding of financial matters would be an advantage.

DUTIES : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to enquiries received from internal and external stakeholders. Redirect queries that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/118 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET117/05/2023**
Branch: Community Education and Training
Directorate: Programmes, Curriculum Development and Assessment

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretariat support to senior management. Good interpersonal and communication skills to interface with people of diverse backgrounds. Good written and verbal communication skills. Experience in using computer applications and MS Word, Excel, PowerPoint, and Outlook. Good organisational and basic event management skills. Ability to create and manage simple databases and presentations. Basic knowledge of financial administration, including budgeting and managing cash flow.

DUTIES : Arrange meetings with senior management. Compile agenda and take notes during the meetings. Ordering and purchasing stationery. Handle S&T Claims. Handle petty cash payments. Draft and type relevant documents as requested. Data management and filing. Ensure safe keeping of information and documents. Assisting the Director with the preparations, proofreading and quality of documents emanating from the office. Coordinate and attend internal meetings. Support the calling and administration of coordination meetings with Colleges and Regions. Prepare meeting packs and take minutes. Consolidating and preparing reports as requested. Manage and maintain a filing system and a document tracking system. Issue stationery and IT assets to staff as and when required. Perform ad hoc administrative functions relating to the Directorate.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/119 : **SENIOR ADMINISTRATIVE OFFICER: EASTERN CAPE CET COLLEGE**
REF NO: DHET118/05/2023
 Branch: Community Education and Training
 Component: Eastern Cape CET College
 Re-advertised and candidates who had previously applied may re-apply

SALARY : R359 517 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in the administration and management environment. Knowledge of the PERSAL system will serve as an added advantage. Knowledge of the Public Financial Management Act (PFMA), General Public service procurement frameworks and policies will be required. Ability to develop and manage strategic and organisational plans, analytical and attention to detail, and be able to read and write accurately. Knowledge of computer programmes, including MS Excel, MS Access, MS PowerPoint, and MS Outlook is required. Written and verbal communication skills, report writing and logistical skills. Events planning and administration skills and information management skills are essential. A valid driver's license will be added advantage.

DUTIES : The successful candidate will be expected to execute the various administrative tasks including but not limited to Render administrative support services; assisting in the preparation of submissions and memorandums for the principal, and preparation of Principal presentations and speeches. Assist with Human resource matters including, among others, reconciling and reporting all lecturers that are verified and ensuring that leave forms, REQV qualification, Termination, Performance Agreements and Reviews are verified and captured on PERSAL. Provide administrative support to the principal regarding the preparation of reports. Manage the filing system in ensuring proper filing of Personnel files, Audit files, Reports and Council minutes. Assist with the management and monitoring of the budget allocated to t Principal CET College. Analyse and perform reconciliation where necessary on all the reports submitted by Finance and Principal's office for Principal CET College and advise if there is anticipated budget under-spending and over-spending.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/120 : **SENIOR PRACTITIONER: BURSARIES OUTREACH REF NO: DHET119/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Bursaries

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF level 6) in Public Management/Administration and/ or Human Resource Management. A minimum of two (2) to three (3) years of working experience in programmes and project management. Working experience in office administration. Good knowledge of the post-school education and training system will also be an added advantage. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation, attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meeting deadlines within tight time frames. A valid driver's license.

DUTIES : Assist in the implementation of the bursaries outreach and evaluation process. Assist in implanting and reporting activities related to the bursaries outreach initiation and evaluation process. Assist in implementing the marketing and sourcing strategy. Assist the Assistant Director: Bursaries Outreach to identify candidates for the outreach programme in the communities. Assist the

- Assistant Director: Bursaries Outreach to screen candidates for the outreach programme in the communities. Assist the Assistant Director: Bursaries Outreach in conducting interviews with candidates. Perform any additional administrative duties as requested by the Assistant Director: Bursaries Outreach. Perform secretarial duties by typing correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or hard-written notes Receive incoming mail and documents and distribute as required. Make photocopies and receive or send facsimiles. Maintain a pending system to diarise documents for future action.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/121** : **SENIOR PRACTITIONER: BURSARY AGENCIES REF NO: DHET120/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Bursaries
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Management/Administration and/ or Human Resource Management. A minimum of two (2) to three (3) years of working experience in project management. Experience in rendering administration functions and in office administration. Good knowledge of the post-school education and training system will also be an added advantage. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.
- DUTIES** : Assist in the implementation of the bursary's agency initiation and evaluation process. Collect information from bursary agencies. Consolidate reports from bursary agencies on funds provided by the NSF. Perform any additional duties administrative duties as requested by the Assistant Director: Bursary Agencies. Submit all documents related to bursary agency initiation and evaluation for knowledge management purposes and in accordance with knowledge management policy and process. Perform secretarial duties by typing correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or handwritten notes. Receive incoming mail and documents and distribute as required. Make photocopies and receive or send facsimiles. Maintain a pending system to diarise documents for future action. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/122** : **SENIOR PRACTITIONER: ADMINISTRATION REF NO: DHET121/05/2023**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management/Project Management/ Information Technology. A minimum of two (2) to three (3) years' working experience in projects 'environment and/or office/secretariat/administration function; Candidates that have experience in secretarial/administration function in projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. A good knowledge of the Post-School Education and Training system will also be an added advantage. This is an administrative position in a

core functional area that requires a dynamic individual with proven administrative and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to communication and information management, citizen focuses and responsiveness, diversity management, managing interpersonal conflict and resolving problems. Networking and building bonds, planning, and organizing, problem-solving and decision-making, programme and project management, organizational communication, self-management, stakeholder engagement and management. The incumbent must be client-orientated, customer-focused, responsive and be able to perform under pressure and in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES

: Support the Chief Directorate in all related committees within the NSF/DHET and documents maintained effectively and efficiently; Provide administrative support with regard to the secretariat function; Assist with reporting and document compiling by assisting the Director and management in the region with preparing project reports, reporting templates, presentations and spreadsheets, Assist the Director and management in the region with uploading all project related documentation onto the knowledge management system in accordance with policy and procedure. Assist with office administration for the region by doing the following: Receive and log incoming mail and distribute within the region, Dispatch outgoing courier mail, Order, receive and manage office stationery, Maintain the asset register for the region on the asset management system and, where required, provide updates to the Assistant Director: Facilities and Assets at Head Office, Coordinate travel, accommodation, S & T claims and other logistical requests for the Director and all management in the region, Maintain an appropriate filing system (manual and computerised) for the Chief Directorate, Ensure all files are always readily accessible and retrievable, Maintain a pending system to diarise documents for future action, Register the movement and file all documents that is entering or leaving the offices of the Chief Director: Skills Development Implementation, Assist with the collection of documentation and information from project sites, To log stakeholder, reports, projects, distribute, queries at the regional level. Support Director Skills Development Implementation and regional teams to maintain a calendar of the Director: Regional Skills Development Monitoring, schedule meetings and book meeting venue, Prepare documentation for meetings and refreshments, if required, Answer telephone and take messages, make photocopies and send faxes; Actively participate in relevant structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and advice regarding administrative activities to the Chief Director; Participate as an active member of the directorate team.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/123

: **PERSONAL ASSISTANT IN THE OFFICE OF THE EXECUTIVE OFFICER REF NO: DHET122/05/2023**
Branch: Skills Development
Component: National Skills Fund
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS

: R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration. A minimum of two (2) to three (3) years' working experience in rendering administrative and secretarial support to Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. The candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases,

- presentations, and financial management. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for the following duties: Perform scheduling activities and coordinate the Executive Officer's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Executive Officer's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Executive Officer including venues, and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise and distribute meeting minutes to the required people. Provide and distribute documentation packs to meetings with the Executive Officer. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Executive Officer. Maintain a database of any individuals and their contact details that the Executive Officer may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register and track all documentation. Prioritise all correspondence timeously and finalise memos and letters before acquiring a signature from the Executive Officer. Maintain an efficient filing and document control system for the Office of the Executive Officer. Collect and coordinate the documents that relate to the Office of the Executive Officer's budget. Keep a record of expenditure commitments, monitor expenditures, and alert the Executive Officer of possible over and under-spending. Compare the MTEF allocation with the requested budget and inform the Executive Officer of changes. Participate as an active member of the NSF. Always adhere to the values of the NSF. Act professionally as the contact person of the Office of the Executive Officer.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/124** : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET123/05/2023**
Branch: Skills Development Branch
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or related qualification. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases and presentations. An understanding of financial matters would be an advantage.
- DUTIES** : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to enquiries received from internal and external stakeholders. Redirect queries that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Maintain the professional image of the Deputy Director-General's office.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/125 : **EXECUTIVE ASSISTANT IN THE OFFICE OF THE EXECUTIVE OFFICER (NSF) REF NO: DHET 124/05/2023**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. The candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases, presentations, and financial management. Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be responsible for the following duties: Perform scheduling activities and co-ordinate the Executive Officer's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Co-ordinate the Executive Officer's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Executive Officer including venues, and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise and distribute meeting minutes to the required people. Provide and distribute documentation packs to meetings with the Executive Officer. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Executive Officer. Maintain a database of any individuals and their contact details that the Executive Officer may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register and track all documentations. Prioritise all correspondence timeously, finalise memos and letters before acquiring signature by the Executive Officer. Maintain an efficient filing and document control system for the Office of the Executive Officer. Collect and co-ordinate the documents that relate to the Office of the Executive Officer's budget. Keep record of expenditure commitments, monitor expenditure and alert Executive Officer of the possible over and under spending. Compare the MTEF allocation with the requested budget and inform the Executive Officer of changes. Participate as an active member of the NSF. Always adhere to the values of the NSF. Act professionally as the contact person of the Office of the Executive Officer.
ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/126 : **SENIOR ADMINISTRATIVE OFFICER: NATIONAL SKILLS AUTHORITY REF NO: DHET125/05/2023**
Branch: Skills Development
Chief Directorate: National Skills Authority

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Accounting or related qualification, including computer training. A minimum of two (2) to three (3) years of employment experience in rendering administrative support. Good interpersonal and communication skills to interface with people from various backgrounds and skills development stakeholders. Knowledge of PFMA, Public Service Act and Regulations. Experience in using computer applications in office management including MS Word, Excel, PowerPoint, and Outlook. Good organisation, administration, events, and project management skills; Good communication skills (verbal and written) and Batho Pele principles.

- DUTIES** : Assist with managing and coordinating the MTEF budgeting processes for Directorate. Assist in monitoring the Directorate and NSF allocation expenditure report. Monitor the under-expenditure and over-expenditure and reprioritisation of the budget. Facilitate processes to ensure the Directorate meets its financial reporting requirements. Manage and coordinate supply chain and procurement processes for the Directorate. Manage and maintain an electronic and manual records-keeping system. Manage assets of the Directorate, maintain and update asset register. Provide supervision on general office support, including filing, tracking, and processing of documents, and correspondence. Manage and coordinate logistics for NSA meetings, events, and projects. Coordinate travel arrangements for NSA staff and NSA board members. Coordinate NSA events and projects.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/127** : **LIAISON OFFICER: CORPORATE MANAGEMENT SERVICES REF NO: DHET126/05/2023**
Branch: Technical and Vocational Education and Training
Component: Kwa-Zulu-Natal Regional Office
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pietermaritzburg
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management or Communications/ Public Relations or related qualification. A minimum of two (2) to three (3) three years of working experience as a Liaison Officer in a Public or Private sector. Knowledge of public service legislation, regulations and policies, PFMA, Knowledge of drafting media statements, Knowledge of Public Relations, Communication and protocol, Communication Skills (written, presentation, verbal and listening), Confidentiality and Code of Ethics, Interpersonal relations skills, Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, Report writing skills, Computer literacy in Microsoft Word, Excel, PowerPoint and Outlook. and be prepared to work extended hours. A valid driver's license.
- DUTIES** : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the KZN Region. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET and TVET Colleges. Assist and support with the establishment and implementation of Partnerships. Consolidate and prepare all relevant reports, submissions, and memos. Provide professional support to the Region regarding media questions. Liaise with media on behalf of the Region on matters affecting the public. Advise the Region on media-related matters. Facilitate and coordinate the design of publication and production material for the Region. Review and Analyse policies. Perform other duties as when requested by the Regional Manager.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/128** : **CHIEF PERSONNEL OFFICER REF NO: DHET127/05/2023 (X3 POSTS)**
Branch: Corporate Management Services
Directorate: Human Resources Management Administration and System Control
- SALARY CENTRE** : R359 517 per annum (Level 08)
: Pretoria:
: TVET (X1 Post)
: CET (X2 Posts)
- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management or related qualification. A PERSAL Certificate is essential. A minimum of two (2) to three (3) years' experience in Human Resource Management. Knowledge and understanding of the application of Public Legislative Framework (PSA, PFMA, PSR, BCEA, LRA, EEA and/ or any other relevant HR policies and procedures. Extensive knowledge and understanding of Human Resource Management prescripts and practices. Knowledge and understanding of the PERSAL system. The candidates must have a Personnel Administration PERSAL Certificate. Must be computer literate in Microsoft Office packages (Ms Word, Excel, PowerPoint, Outlook, and the Internet). Must be able to understand and interpret prescripts and policies. Planning and organising skills, financial management skills. Problem-

		<p>solving skills and client-oriented focus and good communication skills (verbal & written). Willingness to travel and a driver's license.</p>
<u>DUTIES</u>	:	<p>Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc. Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recognition of prior experience, Probation periods, transfers, Promotions/Appointments, and ensure coordination of all aspects of Pension administration and exit interviews in relation to Service Terminations in line with the Departmental policy and delegations.). Ensure overall supervision and proper implementation of staff/personnel records in preparation for the annual audits. Supervise human, physical, financial, and other resources. Ensure timeous/correctness and approval/authorization of PERSAL transactions.</p>
<u>ENQUIRIES</u>	:	<p>Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105</p>
<u>POST 20/129</u>	:	<p><u>SENIOR APPLICATION DEVELOPER REF NO: DHET128/05/2023</u> Branch: Corporate Management Services Directorate: Application Development and Management</p>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>An appropriate bachelor's degree/national diploma (NQF Level 6) in IT and/or Software Development, to work within an IT environment. A minimum of two (2) to three (3) years' experience in developing and supporting applications, ECM solutions experience, applying web usability and quality principles, and database management including experience in mobile technology Experience in and knowledge of Web-based languages – HTML, CSS, C#, JavaScript as well as open-source technologies. "Hands-on" application development experience on Microsoft SharePoint2013/O365 Platform. technical knowledge of Microsoft Power Platforms – Power Apps, Power Automate, and PowerBI. Familiarity with SCRUM/AGILE software development methodologies. Visual Studio, Adobe Suite, Adobe Acrobat, and SQL database experience, Excellent understanding of W3 technologies Creative Attention to detail. The ability to work independently, fast, and accurately, The ability to meet deadlines Initiative Experience in open-source software packages or languages and ISS knowledge, as well as demonstrated experience with object-oriented analysis and design (OOAD), will be advantageous.</p>
<u>DUTIES</u>	:	<p>Develop an oversee SDLC policies, guidelines, processes, and standards and ensure that all applications conform to these standards and guidelines. Conduct feasibility studies and costing of new applications to be developed. Develop application software and ensure software licensing administration and management. Design and manage databases. Develop Business Intelligence (BI) mechanisms and application integration. Install SharePoint solution language pack for BI indexing. Install and configure the BI Indexing connector. Develop, maintain, support, and prepare farm servers; Configure diagnostic logging, usage, and data collection. Creating and managing SharePoint O365 sites and subsites. Configure settings, services, solutions, and sites.</p>
<u>ENQUIRIES</u>	:	<p>Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105</p>
<u>POST 20/130</u>	:	<p><u>SENIOR STATE ACCOUNTANT: CASH FLOW MANAGEMENT REF NO: DHET129/05/2023</u> Branch: Chief Financial Officer Directorate: Financial Services</p>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>An appropriate bachelor's degree/national diploma (NQF Level 6) in Accounting/Management and/ or related qualification. Preference will be given to candidates with five (5) years of appropriate experience in Government Financial Accounting, the BAS System with at least two (2) to three (3) years of relevant experience. Knowledge and understanding of the BAS system and PERSAL system. Good communication (verbal and written) skills. Computer literacy, problem-solving skills, planning and organizing skills, and analytical</p>

		skills. Liaison skills, client orientation skills, and financial management skills. Presentation skills and customer care skills.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents with strict confidentiality. Duties include the preparation of cash flow reports to the Minister and Management. Ensuring that the expenditure is within the approved budget of various functions and reporting any envisaged over-expenditure. Compile IYM expenditure report and submit it to National Treasury monthly. Updating and recordkeeping of monthly cash flow statements of official entertainment and reporting to management. Request reports, and check and rectify any incorrect allocations daily. Authorise General Journals on BAS and clear PERSAL exceptions. Request, check commitment report and investigate the commitments on BAS. Liaise with managers on cash flow matters. Respond to queries raised on Cash Flow Statements and IYM reports. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates inter alia. Allocating and controlling work and maintaining office discipline.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/131</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: DHET130/05/2023</u> Branch: Chief Financial Officer Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Accounting/ Finance Management and/ or related qualification. A minimum of two (2) to three (3) years of working experience in Government Financial Accounting, the BAS System. Knowledge and understanding of the BAS system (BAS) and the LOGIS online system. Good communication (verbal and written) skills. Computer literacy, problem-solving skills, planning, and organizing skills, analytical skills. Liaison skills, client orientation skills, and financial management skills. Presentation skills and customer care skills.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents with strict confidentiality. Duties include checking and authorising sundry and creditor payments on BAS which includes the travel accounts, communication accounts and courier accounts. Checking and authorising order payments on LOGIS online. Capturing of payments on BAS. Responsible for the managing and clearing of general ledger accounts. Authorising the General Journals applicable to expenditure. Issuing and reconciling interdepartmental claims and claims in respect of the National Skills Fund. Clearing of suspense accounts related to this function. Assist with Audit Queries. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/132</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: DHET131/05/2023</u> Branch: Policy Planning and Strategy Directorate: Social Inclusion and Equity
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in office administration or equivalent qualification. A minimum of two (2) to three (3) years of working experience in rendering a support service to senior management. Sound knowledge and expertise in financial administration and implementing financial and procurement processes in government. Knowledge and understanding of relevant government legislation/policies/prescripts and procedures. Sound communication skills (written and verbal) and the ability to communicate well with people at different levels and from different backgrounds. Ability to develop and maintain positive relationships with stakeholders, both internal and external. Excellent knowledge working in MS Office such as MS Word, Excel, PowerPoint, and Outlook. Well-developed report/submission/minute writing skills. Experience in the facilitation of

- workshops, conducting research and analysis, and report writing is an added advantage. Willingness to travel and a valid driver's license.
- DUTIES** : Perform financial administration duties including consolidating monthly cashflow statements for the Directorate and developing reports, coordinating the MTEF processes for the Directorate, and providing support in recording and monitoring the Directorate's projects and spending. Rendering office administration support to the Directorate including developing and maintaining a records management and tracing system for the Directorate, managing electronic and manual record-keeping systems for the Directorate, providing support to the Directorate in producing reports, and keeping track of decisions in the Directorate and Chief Directorate and verifying the implementation of decisions which were taken. Coordinating supply chain and procurement processes for the Directorate including supporting the timeous payments of invoices to suppliers and coordinating travel arrangements for the Directorate. Managing assets for the Directorate including managing all procured assets according to the asset management policy and managing resources of the Directorate effectively and efficiently.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/133** : **ADMINISTRATIVE ASSISTANT: SKILLS DEVELOPMENT IMPLEMENTATION REF NO: DHET132/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Regional Skills Development Implementation
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration. A minimum of one (1) to two (2) years' working experience in rendering administrative and secretarial support to Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. The candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, and National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases, presentations, and financial management.
- DUTIES** : The successful candidate will be responsible for the following duties: Diary management by scheduling appointments and maintaining an electronic diary. Ensure that legislative dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of the meetings. Record messages in detail and convey them promptly to the Chief Director. Prioritise work received from the Chief Director. Type correspondence, reports, minutes, presentations, spreadsheets and related materials from Dictaphone or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and record the proceedings of meetings. Prepare documents and distribute information or documents as required by the Chief Director in hard copy or electronically e.g., prepare the distribution of packs for meetings. Source information as required by the Chief Director. Receive and register incoming mail and documents and distribute them in the Chief Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan documents, files documents electronically in a logical order and receive or send facsimiles. Maintain an appropriate filing system for the Chief Director. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Chief Director. Track and follow up on documents that were sent from the Chief Director that require action or approval. Perform other administrative duties.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/134 : **ADMINISTRATIVE ASSISTANT REF NO: DHET133/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Human Resources Management and Development

SALARY CENTRE REQUIREMENTS : R294 321 annum (Level 07)
: Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in office management or Human Resources Management/Public Administration/Management and or related qualification. A minimum of one (1) to 2 (two) years of relevant experience in office management and administration within a Human Resource Management and Development environment. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel).

DUTIES : The successful candidate will perform the following duties: Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Prioritise work received from the Human Resources Directorate. Type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. Prepare documents and distribute information/ documents as requested by the Human Resources Directorate in hard copy or electronically e.g., prepare distribution packs for meetings. Source information as requested by the Human Resources Directorate. Receive and register incoming mail and documents and distribute them within the Human Resources Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan, documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that were sent from the Directorate that require action or approval. Perform other administrative support functions.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/135 : **PRACTITIONER: HUMAN RESOURCES OPERATIONS REF NO: DHET134/05/2023 (X2 POSTS)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Human Resource Management and Development

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management and/ or Public Administration/Management. A PERSAL Certificate is essential. A minimum of one (1) to two (2) years of relevant experience a in Human Resources operations environment. Knowledge and experience of the PERSAL system. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid driver's license.

DUTIES : Provides an administrative for all HR administration to the Assistant Director: Enter employee information into PERSAL System. Update employee records,

personal statistics, and reports. Update leave records. Prepare contracts of employment and appointment documentation. Assist with employee relations and wellness matters when required. Update employee relations statistics and records. Consolidate progress, staffing, training, and talent reports. Assist with the administration of the talent and performance management process. Coordinate the compilation of performance agreements/ assessments for the NSF: Capture individual performance management data. Develop regular reports on performance management data. Assist with research on training providers for NSF learning and development initiatives. Arrange logistics for internal NSF training interventions such as room bookings, diary coordination, catering, and monitoring attendance. Manage the filing and record-keeping for the unit: Requisition of office supplies. Carry out additional administrative duties as requested. Participating as an active member of the NSF: always Adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Assist colleagues as required. Provide support in the development and implementation of HR policies. Mentoring interns.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/136 : **ADMINISTRATION ASSISTANT: INITIATION AND EVALUATION REF NO: DHET135/05/2023**
 Branch: National Skills Fund
 Chief Directorate: Skills Development Implementation
 Directorate: Initiation and Evaluation

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
 : Pretoria

: An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management/Project Management/ Information Technology. A minimum of one (1) to two (2) years working experience in projects 'environment and/or office/secretariat/administration function; Candidates that have experience in secretarial/administration function in large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the Post-School Education and Training system will also be an added advantage. This is an administrative position in a core functional area that requires a dynamic individual with proven administrative and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, information management, administrative organizing, problem-solving and analysis, report writing, minutes writing, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and stakeholder engagement and management. The incumbent must be client-orientated, customer-focused, responsive and be able to perform under pressure and in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Support the Initiation and Evaluation Directorate in all related committees within the NSF/DHET and documents maintained effectively and efficiently; Provide administrative support with regard to the secretariat function; Plan all the logistical arrangements of committee meetings including venues, travel, accommodation, meals and S&T claims where necessary; Distribute meeting minutes and documents to the relevant stakeholders; Collect and collate information from stakeholders; Prepare and distribute meeting packs/documents to relevant stakeholders timeously. Provide administrative/secretarial support and leadership to the Administrative/secretariat function; administer and liaise with all secretariat officials within NSF and the Department, Prepare quality committee packs in advance and update them timeously; Take meeting minutes and distribute to committee members timeously; Make follow up on issues that came out of the meetings and as required; Prepare reports, presentations and spreadsheets; Maintain good filing system, All required documents and information related to the committees in the portfolio are submitted for knowledge management purposes; Engage stakeholders on daily basis; receipt, logging and evaluation of applications for solicited and unsolicited projects; provide administrative

services during the Request for Proposal (RFP) process for solicited projects; effectively report on unsolicited applications in the various stages of the project initiation process; Provide administrative support when managers perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited received project applications; provide administrative support during the review of due diligence/research conducted on applicants for solicited and unsolicited projects; check the accuracy of the information received from applicants; Prepare draft Memorandum of Understanding/Agreement(MoU/MoA) or Service Level Agreements(SLAs) for service providers; assist to verify alignment of final implementation plan/business plan of the approved project versus the approved project budget. Prepare reports and packs for the Committees; Manage and coordinate the preparation of committees' meetings. Administer administrative duties to the Committees- including the taking of meeting minutes; Prepare submissions/memorandum for Executive Officer (EO), Director General (DG) and other relevant stakeholders. Assist in administering the initiation change request related to approving projects through the applicable change request process. Timely submit reports and make presentations as required. Ensure that all documentation and information related to projects and programmes initiation and evaluation are submitted for knowledge management purposes; Manage and engage with internal/external stakeholders relevant to the initiation and evaluation of projects; Actively participate in relevant structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and advice regarding administrative activities to the Director; Participate as an active member of the directorate team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/137 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SETA COORDINATION REF NO: DHET136/05/2023**

Branch: Skills Development
Chief Directorate: Seta Coordination

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Pretoria

: An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration, Office Administration / Secretarial Studies / Public Management or a related qualification. A minimum of one (1) to two (2) years in rendering secretarial, clerical, and administrative support services. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, Access etc. Good organisational and basic events management skills. The ability to create spreadsheets and manage databases, presentations and financial matters will be added advantage. Ability to always maintain confidentiality. Ability to maintain professionalism and integrity in the office.

DUTIES : The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office. Manage and administer the Chief Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Chief Director in line with the relevant legislation and policies. Safekeeping and filing of all documentation. Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the Chief Director. Convey and clarify instructions and notes on behalf of the Chief Director. Perform routine duties in the office of the Chief Director including receiving telephone calls, travel arrangements, accommodation bookings and arranging appointments and coordinating meetings with stakeholders. Interface with internal and external clients. Receive clients and stakeholders.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/138 : **CHIEF ADMINISTRATIVE CLERK: ADMINISTRATIVE SERVICES REF NO: DHET137/05/2023**
Branch: Office of The Director-General
Directorate: Executive Support and Administration Services
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Cape Town
: An appropriate national senior certificate/grade 12 certificate (Vocational)/(NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Administration or a related qualification will be an added advantage. A minimum of one (1) to two (2) years of experience in clerical/administrative work. Knowledge of clerical duties; ability to capture data; computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook; collecting statistics; the legislative framework governing the Public Service and knowledge of procedures in terms of the working environment. Communication skills, client orientation and customer focus, accountability, ethical conduct, and report writing skills.

DUTIES : The incumbent will be responsible for the supervision of overall general administration in the office of the Director-General. General clerical support services include recording, organizing, storing, capturing and retrieving correspondence and data; updating register statistics; handling routine enquiries; making photocopies handling submissions and receiving or sending facsimiles; distributing documents/ packages to various stakeholders as required; keeping and maintaining the filing system for the component; typing letters and/ or other correspondence when required; keeping and maintaining the incoming and outgoing document register of the component. Supply chain clerical support services include liaising with external and internal stakeholders in relation to the procurement of goods and services, obtaining quotations, completing procurement forms for the purchasing of standard office items and stock control of office stationery. Keeping and maintaining the asset register of the component. Personnel administration includes maintaining a leave register and attendance register for the component and arranging travelling and accommodation. Financial administration includes capturing and updating expenditures, checking the correctness of subsistence and travel claims and handling telephone accounts and petty cash for the component. Supervise human resources including allocation and ensuring quality of work; personnel development; assessed staff performance and apply discipline.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/139 : **FRAUD PREVENTION OFFICER: FRAUD PREVENTION REF NO: DHET138/05/2023**
Branch: Office of The Director-General
Directorate: Risk, Fraud, Ethics, And Integrity Management

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma qualification (NQF Level 6) in Risk Management /Auditing/Accounting/ Forensic Investigation or Law Enforcement at the rank of warrant officer-related qualification. A minimum of one (1) to two (2) years of work experience in anti-fraud experience and anti-fraud/ corruption or law of enforcement (police services) environment. Knowledge: investigative Principles and Practices, Laws of Evidence. Reporting writing and presentation skills. Understanding of all anti-corruption and fraud prevention policies, the Public Service Act AND Regulations, South Africa's National Anti-Corruption Strategy (NACS) 20202-20230, and other relevant legislations such as the Protected Disclosures Act of 2000 (No 26 of 2000), The Prevention and Combating of Corruption Activities Act of 2004 (No. 12 of 2004) etc: Basic knowledge of how to draft an A1 Statement or Affidavits. Basic level of investigation and/or audit skills. Ability to maintain confidentiality and to work independently on sensitive issues. Knowledge and understanding of Batho Pele Principles, Public Service Regulations, and other relevant prescripts. Skills: Planning and organising, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal and written) Computer literacy and Presentation. Ability to work under pressure and to

- deliver within agreed time frames. Willingness to travel and a valid driver's licence.
- DUTIES** : Assist with the Implementation of South Africa's National Anti-Corruption Strategy (NACS) 2020-2030, AND THE Department's Fraud and Anti-Corruption Strategies. Assist with the management of channels for reporting fraud, complaints, and protected disclosures. Assist with the compilation and the management of fraud register. Conduct preliminary investigations on all reported allegations, suspicions and protected disclosures involving fraud, Corruption and other maleficence, Assistant in the recovery of all assets acquired fraudulently. Analyse system capabilities for anti-fraud & corruption management programmes. Safekeeping of evidence. Organising meetings with people of interest. Arrangement of travel logistics. Conduct targeted and highly focused awareness campaigns.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/140** : **LIBRARIAN REF NO: DHET139/05/2023**
Branch: Corporate Management Services
Directorate: Information Knowledge and Records Management
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Library and Information Science or Knowledge Management. A minimum of one (1) to two (2) years of relevant experience in Library and Information Services. Knowledge of printed and electronic information resources. Knowledge of reference works. Knowledge of cataloguing and classification. Knowledge of online library management systems. Knowledge of online information tools and platforms. Computer literacy and proficiency in using library-related technology. Good communication skills; verbal and written), client-oriented focus and customer care skills, accountability, and good interpersonal skills.
- DUTIES** : The successful candidate will be responsible for Conducting information searches, retrieval of information and making it accessible using sources in various formats. Compiling information packages for specialised customer requests. Assisting with outreach and marketing programmes for the Information Resource Centre. Selection, Acquisition, Cataloguing and Classification of information resources. Providing Circulation services. Providing an Interlibrary Loan Service to clients. Performing administrative functions of the Information Resource Centre.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/141** : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES (HEAD OFFICE) REF NO: DHET140/05/2023 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Human Resource Management Administration and Systems Control
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF 6) in Human Resource Management/Public Administration or a related qualification. PERSAL Certificate is essential. A minimum of one (1) to two (2) years of experience in Human Resource Management and Administration is required. Experience in the appointment and conditions of service of Public Servants and Educators. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of the PERSAL system. Knowledge and Understanding of HR Prescripts and Policies. Client-oriented focus and good communication skills (verbal and written). Advanced level of computer literacy (Ms Word, Excel, PowerPoint, and Outlook). Ability to work under pressure and willingness to work extended hours when required.
- DUTIES** : To assist in the administrative/personnel needs of the staff in the Department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos, and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers

- both verbally, written and in presentations. Must be able to train and evaluate subordinates. Communicate at a professional level with staff both personally and telephonically.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/142** : **CHIEF ADMINISTRATIVE CLERK: ENGINEERING STUDIES REF NO: DHET141/05/2023**
Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessments
Directorate: Resulting and Certification
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pretoria
: An appropriate recognised Senior National Certificate/Grade 12 (Vocational) (NCV Level 4). A bachelor's degree/national diploma in Public Administration/Management or related qualification. A minimum of one (1) to two (2) years' experience in examination. Experience working in an examination-related environment in a TVET college will be an added advantage. Applicants must possess knowledge and experience in MS Office, specifically MS Word and MS Excel for maintaining a register of documents. Good interpersonal, organisational and communication skills are additional requirements and conflict management skills regarding people management. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high-security environment. Managing a good filing system and being able to work under pressure for extended periods of time with minimal supervision. Must be adaptable, disciplined, self-confident, able to work independently and work with a diverse team.
- DUTIES** : The successful candidate will be responsible to manage, coordinate and administer the registration of candidates, co-coordinating preliminaries, and correcting of preliminary schedules per province and per centre, and release of results, certification process. Ensure the packing, controlling, and dispatching of admission letters, mark sheets, statements of results and certification to all examination centres in accordance with the management plan. Manage and report on the verification process of mark sheets, outstanding results, and outstanding certificates. Perform general office administration activities as directed by the supervisor. Ensure that archives as well as managed by colleges and all stakeholders. Attending to examination related enquiries. Receiving of and responding to telephone, and email requests.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/143** : **IT TECHNICIAN: CORPORATE MANAGEMENT SERVICES REF NO: DHET142/05/2023**
Branch: Technical And Vocational Education And Training
Component: Northern/ Western Cape Regional Office
Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Cape Town
: An appropriate bachelor's degree/National Diploma (NQF Level 6) in Information Technology or a related qualification. A minimum of one (1) to two (2) years' work experience in the Information Technology field as an IT Technician. The industry-recognised certifications such as MCSE/MCITP, A+, N+ Security +, ITIL as well as other IT governance frameworks will be an added advantage. Good communication, problem-solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound Knowledge of COBIT 5 Foundation. ITIL and other IT Governance frameworks. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Willingness to travel and a valid driver's license.
- DUTIES** : To provide Local Area Network and Desktop support services. Creating a user account on desktop and laptop (Mailbox and Windows). Unlocking password using Admin Pack. Setting up desktops, printers, and data projectors. Configuring mainframe applications. Provide support for data migration during

computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyse users' issues in ICT and provide solutions. Provide support for identified Level 8 AND Level 910 issues where configuration solutions have already been documented on the ITIL IT helpdesk services. Provide first-level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/144 : **STATE ACCOUNTANT: CORPORATE MANAGEMENT SERVICES REF NO: DHET143/05/2023**

Branch: Technical and Vocational Education and Training
Component: Gauteng and Free State Regional Office

SALARY : R294 321 per annum (Level 07)

CENTRE : Johannesburg

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting/Auditing. A minimum of one (1) to two (2) years of relevant experience in Budget Management. Knowledge and experience in BAS, and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.

DUTIES : The successful candidate will be responsible for compiling and monitoring the budget of Gauteng and Free State Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocations are committed in the relevant items and corrected where needed. Provide technical support and advice to Gauteng and Free State Regional Office Staff, programme managers and institutions. Assist in preparing audit packs for internal and external audit purposes. Basic knowledge of supply chain duties and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the procurement of stock and services. Maintain proper updates of the Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/145 : **EMPLOYEE HEALTH AND WELLNESS OFFICER: CORPORATE MANAGEMENT SERVICES REF NO: DHET144/05/2023**

Branch: Technical and Vocational Education And Training
Component: Gauteng and Free State Regional Office

SALARY : R294 321 per annum (Level 07)

CENTRE : Johannesburg

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of one (1) to two (2) years of working experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills,

- Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license.
- DUTIES** : Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness-related issues. Provide advice and guidance to management and staff on EH&W-related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related tasks.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/146** : **STATE ACCOUNTANT REF NO: DHET145/05/2023**
Branch: Technical and Vocational Education and Training
Component: Eastern Cape Regional Office
Sub-Directorate: Corporate Management Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: East London
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting/Auditing. A minimum of one (1) to two (2) years of relevant experience in Budget Management. Knowledge and experience in BAS, and PERSAL. Knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.
- DUTIES** : The successful candidate will be responsible for compiling and monitoring the budget of Gauteng and Free State Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocations are committed in the relevant items and corrected where needed. Provide technical support and advice to Gauteng and Free State Regional Office Staff, programme managers and institutions. Assist in preparing audit packs for internal and external audit purposes. Basic knowledge of supply chain duties and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the procurement of stock and services. Maintain proper updates of the Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/147</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS OFFICER REF NO: DHET146/05/2023</u> Branch: Technical and Vocational Education and Training Component: Eastern Cape Regional Office Sub-Directorate: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) East London An appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or a related qualification. A minimum of one (1) to two (2) years of practical experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness-related issues. Provide advice and guidance to management and staff on EH&W-related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related tasks.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/148</u>	:	<u>PERSONNEL PRACTITIONER: HRM&D REF NO: DHET147/05/2023</u> Branch: Technical and Vocational Education and Training Component: Eastern Cape Regional Office Sub-Directorate: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) East London An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/Human Resource Development/Administration or related qualification. PERSAL Certificate is essential. A minimum of one (1) to two (2 years' experience in a Human Resource Management and Development environment. Knowledge of Human Resource Management, Legislation, Regulations and Policies. Knowledge of PERSAL system. Good facilitation skills, organisational, coordination, presentation and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts and PERSAL system. Good communication skills (verbal and non-verbal), negotiation, team building, problem-solving, conflict resolution and ability to work under pressure. Computer Literacy in MS Office (MS Word, Excel, PowerPoint, and Outlook). Willingness to travel and a valid driver's license.

- DUTIES** : Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement and monitor Personnel and salary policies and procedures. Implementation and monitoring of appointments; transfers; translations; allowances GEHS; Terminations. Perform other duties requested to do.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/149** : **EMPLOYEE WELLNESS OFFICER REF NO: DHET148/05/2023**
Branch: Technical and Vocational Education and Training
Component: Kwa-Zulu-Natal Regional Office
Sub-Directorate: Corporate Management Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pietermaritzburg
: An appropriate bachelor's degree/national diploma (NQF Level 6) in psychology, B-Psychology/ Social Sciences majoring in psychology. A minimum of one (1) to two (2) years' work experience in the Employee Health and Wellness environment is required. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, and in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. Understanding of all PILIR processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.
- DUTIES** : Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness-related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for Regional Office, CET & TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc). Conduct counselling, psychoeducation, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EHW reports, system monitoring tools and submissions/internal and external memorandums.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/150** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR REF NO: DHET149/05/2023**
Branch: Policy Planning and Strategy
Chief Directorate: Social Inclusion and Equity
- SALARY CENTRE** : R294 321 per annum (Level 07)
: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate National Senior Certificate/Grade 12 or National Certificate (Vocational) NC(V) Level 4. An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Information Technology Applications/Communication or equivalent qualification will be an added advantage. A minimum of one (1) to two (2) years of working experience in rendering support services to Senior Managers. Proven experience in using computer applications MS Word, Excel, PowerPoint, Outlook, and Access. Good communication, organisational and basic events management skills as well as basic knowledge of financial administration are required. The ability to create and manage databases and presentations will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Provide secretarial/receptionist and administrative support services to the Chief Director, in specific perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface on a regular basis with internal and external clients. Ensure the smooth running of the Chief Director's office, handling all correspondence and queries requiring the attention of the Chief Director and responding to enquiries received from internal and external stakeholders. Scrutinise routine submissions/reports and advise and/or make recommendations for the Chief Director to process. Manage and administer meetings and manage an advance filing system for the Chief Directorate, including preparing all necessary documentation and keeping records and registers in the office of the Chief Director in line with the relevant legislation and policies. Support the Chief Director with the administration of the Office of the Chief Director's budget. It is also expected of the incumbent to study the relevant Public Service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/151</u>	:	<u>STATE ACCOUNTANT: EXAMINATIONS AND CLAIMS REF NO: DHET150/05/2023 (X2 POSTS)</u> Branch: Chief Financial Officer Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Pretoria
<u>DUTIES</u>	:	An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting and/ or Auditing. A minimum of one (1) to two (2) years of relevant experience financial/accounting management environment. Knowledge and experience in Government Financial Accounting; the PERSAL system and the BAS system. Knowledge and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the Basic Accounting System (BAS). Good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. The successful candidate will be expected to handle documents and information with strict confidentiality. Manage the processing of salary claims in respect of examiners and moderators for both TVET and AET examinations and adult education and training officials on the relevant system including the processing of bulk payments. Manage the processing of travel and subsistence claims in respect of examiners and moderators for both TVET and AET examinations on the relevant system including the processing of bulk payments. Liaise with relevant stakeholders in order to obtain necessary source documents. Attend to payments rejected by the banks and enquiries related to payments. Manage and respond to enquiries related to this function. Manage the recordkeeping and registration of all claims received for this function. Provide on-the-job training where necessary. Requesting BAS reports when required. Filing of claim-related documents. Communications with (internal): Colleagues and officials of the department. Communications with (external): Examiners and moderators, marking centre managers, and Auditor-General.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/152</u>	:	<u>STATE ACCOUNTANT: PAYROLL MANAGEMENT REF NO: DHET151/05/2023</u> Branch: Chief Financial Officer Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting/ Auditing. A minimum of one (1) to two (2) years of relevant experience in financial/accounting management environment. Knowledge and experience in Government Financial Accounting; the PERSAL system and the BAS system. Knowledge and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the Basic Accounting System, good communication verbal and written skills, computer literacy, problem-solving skills, planning and organizing skills, analytical skills, liaison skills, and client orientation skills. Financial management skills, presentation skills and customer care skills.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents with strict confidentiality. Duties include control of the electronic distribution of all salary pay slips to all officials. Control the distribution and follow-up of payroll certificates for all salary-related payments. Control the submission of payroll status to the Accounting Officer or his delegate in terms of the Treasury Regulations. Control the checking and verification of pay sheets for amendments and inform personnel of any amendments. Management and response to the enquiries related to this function. Assisting with the processing of examination and community education and training-related claims when required and supervising the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/153</u>	:	<u>HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES REF NO: DHET152/05/2023</u> Branch: Technical and Vocational Education and Training Component: Gauteng / Free State Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Johannesburg An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	The candidate will be responsible for the Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service and attending employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/154 : **HUMAN RESOURCE CLERK: CORPORATE MANAGEMENT SERVICES**
REF NO: DHET153/05/2023
Branch: Technical and Vocational Education
Component: Gauteng /Free State Regional Office
Directorate: Corporate Management Services

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Johannesburg
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource Management functions. Basic computer skills be able to capture data, operate a computer and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of the PERSAL system. Knowledge of registry duties and importance. Flexibility and teamwork. Good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES : Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/155 : **SENIOR ADMINISTRATION CLERK REF NO: DHET154/05/2023**
Branch: Skills Development
Chief Directorate: National Skills Authority

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior Certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in rendering secretarial, administration functions. The ideal candidate should be proficient in MS Office, typing. Good communication skills (verbal and written) verbal communication. Organisational and prioritisation skills; telephone etiquette and document management are some of the skills required for this job.

DUTIES : Responsible for overall general administration in the Directorate NSA including coordination of meetings. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, and typing of correspondence such as reports, letters, and internal memos. To assist the NSA in running the office and provide support when required. Provide clerical support in the development of strategic plans and annual performance plans. Provide/Maintain Clerical duties/support. File copies of all documentation. Logistical arrangements as required.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/156** : **SENIOR ADMINISTRATION CLERK: ASSESSMENT REF NO: DHET155/05/2023**
 Branch: Skills Development
 Directorate: Indlela Artisan Training and Assessment Centre
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
 : Olifantsfontein
 : An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in rendering secretarial, administration functions. Experience within artisan training or assessment environment will be an advantage. Knowledge: Good knowledge of the Skills Development Act, 1998 (SDA), Trade Test Regulations and NAMB requirements. Skills: Advanced computer literacy (MS Word, Excel, and PowerPoint). Good planning, organizing and interpersonal skills. Good verbal, report writing and telephone communication skills. Problem-solving, administration, filing and time management skills.
- DUTIES** : will include capturing results, generating, and printing Trade Test reports. Submit and follow up on outstanding Trade Test results and reports. Provide administrative support to the sub-directorate (Mechanical). Attend and respond to queries and enquires related to Trade Test results and reports. Establish, implement, and maintain an appropriate record management system.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/157** : **SECRETARY TO THE DIRECTOR: RISK, FRAUD, ETHICS, AND INTEGRITY MANAGEMENT REF NO: DHET156/05/2023**
 Branch: Office of The Director-General
 Directorate: Risk, Fraud, Ethics, And Integrity Management
 Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
 : Pretoria
 : An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
- DUTIES** : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and filing of all documentation and records in line with the relevant legislation and policies. Provide personnel

		administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/158</u>	:	<u>ADMINISTRATION CLERK- PRODUCTION: ADMINISTRATIVE SERVICES</u> <u>REF NO: DHET157/05/2023</u> Branch: Office of The Director-General Directorate: Executive Support and Administration Services Re-advertised and candidates who had previously applied may re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Cape Town An appropriate national senior certificate/grade 12 certificate (Vocational) / (NCV) Level 4 certificate. A minimum of one (1) to two (2) years of relevant Clerical/ Administrative work experience is required. An appropriate bachelor's degree/national diploma in Public Management or Public Administration will be an added advantage. Knowledge of administrative and/or clerical duties in the Director-General's office, Deputy Director-General's office or higher office; ability to capture data; operating a computer; collecting statistics. Knowledge of procedures in terms of the working environment and the legislative framework governing the Public Service; Computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook. Planning and organizing; Good verbal and written communication; client orientation and customer focus, working independently or with limited supervision, accountability, ethical conduct, and professional writing and report writing skills.
<u>DUTIES</u>	:	The incumbent will be responsible to render general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function); update registers statistics; handle routine enquiries; make photocopies and receive or send facsimiles; distribute documents/ packages to various stakeholders as required; keep and maintain the filing system for the component; type letters and/ or other correspondence when required; keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: liaise with the external and internal stakeholders in relation to the procurement of goods and services; obtain quotations, complete procurement forms for the purchasing of standard office items; stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: maintain a leave register; keep and maintain personnel records; keep and maintain an attendance register; arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component; check the correctness of subsistence and travel claims of the officials and submit for approval; handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/159</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: DHET158/05/2023</u> Branch: Technical and Vocational Education and Training Chief Directorate: TVET Systems Planning and Institutional Support Directorate: Private Colleges
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Secretarial, Administration or related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of administration, financial management and procurement processes. Extensive experience in creating documents and spreadsheets, using MS Office - Word, Excel, and PowerPoint. Proficiency in appointment scheduling software- MS Outlook and others. Advanced typing, note-taking, recordkeeping, planning and organisational skills. Ability to manage internal

and external correspondence. Excellent written and verbal communication skills. Excellent telephone etiquette. Working knowledge of printers, copiers, scanners, and fax machines. High levels of assertiveness and professionalism. Exceptional interpersonal skills.

DUTIES : Provide receptionist and secretarial services. Type, format and edit documents, reports, and presentations. Capture data, maintain databases and keep records. Answer phone calls and emails and take messages. Manage internal and external correspondence. Take accurate and comprehensive notes at meetings. Schedule appointments, maintain events calendar and send reminders. Prepare facilities for scheduled events and arrange refreshments if required. Order office supplies and replacements. Provide logistical support for meetings, travel, and accommodation. Copy, scan, and email documents and manage calendars. Render support regarding projects. Track submissions for registration of private colleges Assist with daily time management.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/160 : **SECRETARY TO THE DIRECTOR REF NO: DHET159/05/2023**
Branch: Technical and Vocational Education and Training
Directorate: TVET Colleges Budget Planning

SALARY : R202 233 per annum (Level 05)
CENTRE : Pretoria

REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Secretarial, Administration or related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of administration, financial management and procurement processes. Extensive experience in creating documents and spreadsheets, using MS Office - Word, Excel, and PowerPoint. Proficiency in appointment scheduling software- MS Outlook and others. Advanced typing, note-taking, recordkeeping, planning and organisational skills. Ability to manage internal and external correspondence. Excellent written and verbal communication skills. Excellent telephone etiquette. Working knowledge of printers, copiers, scanners, and fax machines. High levels of assertiveness and professionalism. Exceptional interpersonal skills.

DUTIES : Provide receptionist and secretarial services. Type, format and edit documents, reports, and presentations. Capture data, maintain databases and keep records. Answer phone calls and emails and take messages. Manage internal and external correspondence. Take accurate and comprehensive notes at meetings. Schedule appointments, maintain events calendar and send reminders. Prepare facilities for scheduled events and arrange refreshments if required. Order office supplies and replacements. Provide logistical support for meetings, travel, and accommodation. Copy, scan, and email documents and manage calendars. Render support regarding projects. Track submissions for registration of private colleges Assist with daily time management.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/161 : **SECRETARY TO THE DIRECTOR REF NO: DHET160/05/2023**
Branch: Office of Director-General
Directorate: International Scholarships

SALARY : R202 233 per annum (Level 05)
CENTRE : Pretoria

REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Secretarial, Administration or related qualification will be an added advantage. A minimum of one (1) to two (2) years of working experience in administration, finance, student support, and education programmes. Experience related to the administration of international scholarships or study programmes is an advantage. The candidate must be a motivated individual, a team player and must have the ability to work under pressure and be willing to travel locally and internationally and work overtime when required. Candidate must be able to think innovatively and communicate well (written and verbal) with both internal and external stakeholders. Demonstrates professional

competence, observing deadlines, attention to detail and achieving results. A high level of expertise and experience in the MS Office Suite. Ability to plan and prioritise work. Organisational skills in files and information. Candidate must be willing to learn.

DUTIES : Provide administrative support for the implementation of international scholarship programmes. Provide a secretarial/ receptionist support service to the manager and Directorate. Provide a clerical support service to the manager and Directorate. This will among others, entail the following. Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Assist in addressing and routing student queries with regard to international scholarship programmes. Assisting the Director in maintaining the Directorate's budget. Assist with the booking of travel for staff and scholarship awardees. Assist with the arrangements of the Scholarship orientation programme and selection interviews. Maintenance of Directorate online filing system. Provide administrative assistance in scholarship selection processes including capturing applications and managing correspondence with applicants. General support of the work of the International Scholarships Directorate as delegated.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/162 : **SENIOR ACCOUNTING CLERK: SALARY PAYMENTS AND DEDUCTIONS REF NO: DHET161/05/2023 (X2 POSTS)**
Branch: Chief Financial Officer
Directorate: Financial Services

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF 6) in accounting/ Finance/ Auditing or related qualification will serve as an added. A minimum of one (1) to two (2) years' experience in an accounting/finance/auditing environment. Knowledge of PERSAL and BAS systems will be added advantage. Practical knowledge and skills such as computer literacy; communication skills: (verbal and written).

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary-related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function. Filing of salary-related documents. Assisting with the keeping of a register for salary payments and deductions and Assisting with Audit Queries concerning salary payments and deductions.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/163 : **SENIOR ACCOUNTING CLERK: EXAMINATIONS AND CLAIMS REF NO: DHET162/05/2023 (X2 POSTS)**
Branch: Chief Financial Officer
Directorate: Financial Services

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF 6) in accounting/ Finance/ Auditing or related qualification will serve as an added. A minimum of one (1) to two (2) years' experience in an accounting/finance/auditing environment. Knowledge of PERSAL and BAS systems will be added advantage. Practical knowledge and skills such as computer literacy; communication skills: (verbal and written).

- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail calculation and payments of claims for examiners and moderators on the PERSAL and BAS systems, control over schedules of claims, capturing of new examiners and moderators on the system, liaising with examiners and moderators on outstanding information not submitted before a payment could be processed and handling of enquiries concerning examiner and moderator claims. Filing of examination-related documents. Assisting with keeping a register for examination-related claims. Assisting with Audit Queries concerning examination-related transactions.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/164** : **SENIOR ACCOUNTING CLERK: DEBT MANAGEMENT REF NO: DHET163/05/2023**
Branch: Chief Financial Officer
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF 6) in accounting/ Finance/ Auditing or related qualification will serve as an added. A minimum of one (1) to two (2) years' experience in an accounting/finance/auditing environment. Knowledge of BAS and LOGIS systems will be added advantage. Practical knowledge and skills such as computer literacy; communication skills: (verbal and written).
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail recordkeeping and maintenance of all debt-related transactions of the department including the debt register of accounts, debt take-on and records per debt of the department, communicating (oral and written) relating to debtors of the departmental debt recovery and payments, instalments, distribution of monthly debtor statements and follow-up of accounts, assisting with the monthly debtor's reconciliation and clearing of debt accounts which includes follow-up of outstanding amounts due to the disallowance miscellaneous and claims recoverable accounts, the establishment of debtor files and related debt documents as per debt register and for audit query purposes and assisting with the clearing of ledger accounts allocated to the unit. Requesting BAS reports when required and filing debt-related documents.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/165** : **SENIOR ADMINISTRATION CLERK (PAYMENTS) REF NO: DHET164/05/2023**
Branch: Chief Financial Officer
Chief Directorate: Supply Chain Management & Asset Management
Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. Bachelor's degree/national diploma (NQF 6) in Supply Chain Management/ Purchasing Management/ Logistics Management/ Public Management will be considered as an added advantage. A minimum of one (1) to two (2) years' experience in Supply Chain Management. Knowledge of LOGIS and BAS Systems. Knowledge and understanding of Logistics Management processes. A certificate in LOGIS Literacy will be an added advantage. Knowledge and understanding of SCM Policies, Legislative framework governing public procurement including PFMA, Treasury Regulations, Preferential Procurement Regulations and National Treasury Instruction Notes. Strong analytical, numerical and communication skills (Good verbal and written). Knowledge of the Invoice Tracking System (ITS) will be an added advantage. Computer literacy skills, including working knowledge of MS Word and MS Excel. Job knowledge, flexibility, planning, organising and customer care services.

<u>DUTIES</u>	:	Receiving approved invoices from the Transit Section. Verify the correctness of the invoice and date stamp the invoice. Verify the order batch and invoice description and supplier banking details. Verify the receipt quantities. Capture contract and once-off invoice payment on LOGIS System. Capture sundry payments on BAS System. Monthly reconciliation of commitments/accruals. Ensure compliance for payment of invoices within 30 days of receipt of invoice. Update the invoice tracking system with the status of payment. Reconciliation of Mobile communication services and conference services statement of accounts. Administration of Travel Bookings. Filing of contracts and other financial records. Register approved invoice payments and submit them to Finance for final authorisation.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/166</u>	:	<u>SENIOR ADMINISTRATION CLERK (INVENTORY AND WAREHOUSE)</u> <u>REF NO: DHET165/05/2023</u> Branch: Office of The Chief Financial Officer Directorate: Logistics Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Olifantsfontein An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF 6) in Supply Chain Management/ Purchasing Management/ Logistics Management/ Public Management will be considered as an added advantage. A minimum of one (1) to two (2) years' experience in Supply Chain Management. Knowledge of LOGIS and BAS Systems. Knowledge and understanding of Logistics Management processes. A certificate in LOGIS Literacy will be an added advantage. Knowledge and understanding of SCM Policies, Legislative framework governing public procurement including PFMA, Treasury Regulations, Preferential Procurement Regulations and National Treasury Instruction Notes. Strong analytical, numerical and communication skills (Good verbal and written). Knowledge of the Invoice Tracking System (ITS) will be an added advantage. Proven computer literacy skills, including working knowledge of MS Word and MS Excel. Job knowledge, flexibility, planning, organising and customer care services.
<u>DUTIES</u>	:	Capture Store/ inventory items internal requisition on LOGIS System. Issue Store/ inventory items to end users and update the bin cards. Capture issue vouchers on LOGIS System. Conduct monthly inventory spot checks. Report shortages and surpluses identified during the inventory spot checks. Receive and register approved Purchase Orders. Ensure order batches are safeguarded and filed on the 0-9 file system. Follow up with suppliers on outstanding deliveries of inventory and consumable items. Receive and verify quantities and correctness of goods receipts from suppliers. Capture simultaneous receipt voucher on LOGIS System. Follow up on outstanding invoices and receive new invoices from suppliers. Verify the correctness of the received invoice and stamp the invoice. Update the invoice tracking system and forward the eligible invoices for approval to the Responsibility Manager. Maintain/update the registers for goods receipts, and issue voucher and invoice receipts.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/167</u>	:	<u>SENIOR ADMINISTRATION CLERK: FACILITIES MANAGEMENT REF NO: DHET166/05/2023</u> Branch: Corporate Management Services Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) year experience working administrative environment. Basic knowledge of administrative processes. Competencies: understanding of the Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act and

		Regulations, Public Service Regulations, Batho Pele Principles, and the Finance Management Act. Skills: Communication (written and verbal), Computer literacy, Problem-solving, ability to work in a team and independence. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure effective and efficient services on the management of buildings, and this includes daily inspection and maintenance of the buildings and facilitating the procurement and allocation of office space and accommodation. Facilitate the procurement and allocation of parking, and keep the Immovable asset register up to date. Ensure effective timeous payment of office accommodation invoices, and file records. Provide routine administrative support in the cleaning, hygiene, and food services aid. Receive, register, and track records or documents submitted for further processing by other components in the department. Liaise with service providers to provide queries.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/168</u>	:	<u>SENIOR ADMINISTRATION CLERK: FLEET MANAGEMENT REF NO: DHET167/05/2023</u> Branch: Corporate Management Services Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) year experience working administrative environment. Competencies: Government Motor Transport Handbook Version 1 of 2019 and Transport Circular no. 5 of 2003, Departmental policies and procedure, Public Service Regulation, Batho Pele Principles and Public Finance Management Act. Skills: Communication (written and verbal), Computer literacy, Problem-Solving, Computer literacy, ability to work in a team and independently. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Responsible for issuing and inspecting departmental vehicles. Responsible for effective and full maintenance of departmental vehicles. Responsible for accidents and repairs of departmental vehicles. Ensure the licensing of departmental vehicles. Responsible for the payments of all transport accounts. Ensure the effective and efficient management of subsidised vehicles.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/169</u>	:	<u>SENIOR ADMINISTRATION CLERK: BUSINESS STUDIES REF NO: DHET168/05/2023</u> Branch: Technical Vocational Education and Training Chief Directorate: National Examinations and Assessments Directorate: Resulting and Certification: It Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate /grade 12 certificate (vocational) NCV Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or a related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in an administrative environment. An experience in administration in an examination environment will be an added advantage. The applicant will be responsible for processing the registration, resulting, in the certification of Business studies candidates and handling Business Studies queries arising from examination centres. He/she will be expected to work on confidential documentation in a high-security environment. He/she must be able to work overtime and under pressure for extended periods with minimal supervision. The incumbent must be adaptable, disciplined, self-confident and able to work in a diverse team. Good interpersonal and communicating skills, Computer literacy, especially the use of Excel for maintaining a control register, Excellent organisational, record keeping and electronic filing skills.
<u>DUTIES</u>	:	Receive and capture student data for registration, resulting and certification purposes; Monitor receipt of student data from Business Studies examination

centres against published the management plan; Conduct verification of student data and effect the necessary corrections, Interact/intervene with Business Studies examination centres regarding the registration, resulting and certification of candidates; Respond directly to Business Studies examination queries, i.e. processing and electronic filling of examination documents such as mark sheets and preliminary schedules, Packing, controlling and dispatching of statements of results, certificate, preliminary schedule, examination admission letters and mark sheets to/from Business Studies examination centres.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/170 : **SENIOR ADMINISTRATIVE CLERK: ENGINEERING STUDIES REF NO: DHET169/05/2023**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessments
Directorate: Resulting and Certification: It Systems

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria

: An appropriate national senior certificate /grade 12 certificate (vocational) NCV Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in an administrative environment. An experience in administration in an examination environment will be an added advantage. Applicants must possess knowledge and experience in MS Office, specifically MS Word and Ms Excel for maintaining a register of documents. Good Interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and able to function in a high-pressure work environment He/she must possess the ability to work on confidential documentation in a high-security environment. Able to manage a good filing system and work under pressure for extended periods with minimal supervision. Must be disciplined, self-confident and adaptable and be able to work with diverse teams. Values and attitudes: client-oriented focused; Integrity and loyalty are essential.

DUTIES : The successful candidate will be responsible to process and administering examination-related activities with a particular focus on Resulting and Certification. Attending to examination enquiries telephonically and electronically from examination centres. Creation and requesting of National N Diplomas, credit transfers, verification of qualifications, and issuing of confirmation letters for teachers' qualifications. Able to perform retrieval functions of data from the archival repository. Maintain and update of query register to ensure all examination-related queries are addressed. Perform any other duties relating to results and certifications called upon.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/171 : **SENIOR ADMINISTRATION CLERK: SYSTEM ADMINISTRATION REF NO: DHET170/05/2023 (X3 POSTS)**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessments
Directorate: Resulting and Certification: It Systems

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria

: An appropriate national senior certificate /grade 12 certificate (vocational) NCV Level 4 certificate. An appropriate bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in an administrative environment. An experience in administration in an examination environment will be an added advantage. Applicants must possess knowledge and experience in MS Office, specifically MS Word and MS Excel for maintaining a register of documents. Good interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. He/she must possess good interpersonal and communication

		skills and be able to work on confidential documentation in a high-security environment. Managing a good filing system and being able to work under pressure for extended periods of time with minimal supervision. Must be adaptable, disciplined, self-confident, able to work independently and work with a diverse team.
<u>DUTIES</u>	:	The successful candidate will be responsible to Receive the text file for registration and the candidate's internal and external marks. Capture/upload and verify candidate registrations, term marks and exam marks on the examination IT mainframe. To deal with and respond to queries regarding the submission and uploading of examination data from examination centres.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/172</u>	:	<u>HUMAN RESOURCES CLERK: CORPORATE MANAGEMENT SERVICES</u> <u>REF NO: DHET171/05/2023</u> Branch: Technical and Vocational Education and Training Component: Northern/ Western Cape Regional Office
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management /Administration/Management will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resources management environment. Knowledge of Human Resource Management or Administration processes. Computer Literate. Knowledge of Human Resources functions as well, able to capture data, operate computers and collate administrative statistics. Basic knowledge and insight on Human Resources prescripts. Knowledge and understanding of PERSAL. A PERSAL Certificate will be an added advantage. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	implementation of Human Resources practices i.e., Recruitment and Selection, Conditions of service, attend employee benefits. Serve as secretarial during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in Leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training analysis. Advise employees in Internship/partnerships programmes. Facilitate need-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. perform other related functions as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/173</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: DHET172/05/2023</u> Branch: Technical and Vocation Education and Training Component: Eastern Cape Regional Office Directorate: Tvet Curriculum and Institutional Support
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good

organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

- DUTIES** : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safekeeping and filing of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/174** : **RECEPTIONIST REF NO: DHET173/05/2023**
Branch: Technical and Vocational Education and Training
Component: Gauteng and Free State Regional Office
Sub-Directorate: Corporate Management Services

- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Johannesburg
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) years' working experience in rendering receptionist, administrative and secretarial support services. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Organisational and prioritisation skills. Customer care and Client orientation skills. Telephone etiquette and document management are some of the skills required for this job. Ability to work in a team and independently.

- DUTIES** : Render reception services to the Office of the Regional Manager. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Regional Manager. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Regional Manager. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationery. File/store, trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Regional Manager. Provide general secretarial services to the office of the Regional Manager. Assist with the arrangement of meetings. Organise logistics for the meeting. Assist with the preparation of documentation for the meetings. Execute all claims for travel, accommodation, and rental cars. Assist with an effective flow of information and documents: Direct received a submission to relevant managers within the office of the Minister. Ensure the safekeeping of documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required.

- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/175 : **GENERAL ADMINISTRATION CLERK REF NO: DHET174/05/2023 (X11 POSTS)**

Branch: Technical and Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Component: Assessment, Item Development and Marking Services

SALARY CENTRE REQUIREMENTS

: R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) years of experience working in the Technical and Vocational Education and Training (TVET) examination environment. Experience working in the Directorate: Assessment, Item Development and Marking Services is an advantage. Good interpersonal, organisational and communication skills are additional requirements. Knowledge and experience in assessment and examination processes including the setting of papers, marking processes and Internal Continuous Assessments (ICASS) and Integrated Summative Assessment Tasks (ISAT) are also an advantage. The applicant must have extensive knowledge and experience of MS Office which include MS Excel, MS Access, and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES

: Assist in the appointment of markers, examiners, ICASS moderators and ISAT examiners. Assist in the monitoring of the conduct of examinations, marking processes and the implementation of ICASS and ISAT. Assist in any examination processes relating to the Directorate. Coordinate the meeting of the National Assessment Committee and its regional assessment committees. Make travel and accommodation arrangements for examiners, moderators, ISAT and ICASS moderators and other parties as and when required. Assist in the monitoring of ISAT, ICASS and the marking process. Additional responsibilities include organising meetings relating to examination processes and policy amendment.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/176 : **GENERAL ADMINISTRATION CLERK: OFFICE OF THE DIRECTOR REF NO: DHET175/05/2023**

Branch: Technical and Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Component: Assessment, Item Development and Marking Services

SALARY CENTRE REQUIREMENTS

: R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocational (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or a relevant qualification will serve as an added advantage. A minimum of one (1) to two (2) year of experience working in the Technical and Vocational Education and Training (TVET) examination environment. Knowledge of office practice and management will be an added advantage. Good interpersonal, organisational and communication skills are additional requirements. Knowledge and experience in assessment and examination processes including the setting of papers, marking processes and Internal Continuous Assessments (ICASS) is necessary. The applicant must have extensive knowledge experience of MS Office which includes MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES

: Manage the daily of the Director and ensure that the Director' activities are well organised. Arrange meetings of the Directorate through the invitation of attendees and distribution of the agenda and the taking of details minutes. Organize and schedule appointments. Write and distribute emails, correspondence memos, letters, faxes and forms. Assist in the preparation of regularly scheduled reports. Develop and maintain a filing system. Assist with queries relating to the question papers such as errata and key-in materials and ensure these are resolved by relevant officials. Facilitate the management of

PMDs and ensure compliance with deadlines for evaluation and moderation. Assisting in the monitoring of the conduct of examinations, marking processes and the implementation of ICASS and ISAT. Assist in any examination processes relating to the Directorate. Coordinate the meeting of the National Assessment Committee and its regional assessment committees. Assist in the management of stationary. Make travel and accommodation arrangements for the Director and the office manager and assist in the monitoring of ISAT, ICASS and the marking process.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/177 : **SENIOR ADMINISTRATION CLERK REF NO: DHET176/05/2023**
Branch: University Education
Directorate: Registration of Private Higher Education Institution

SALARY REQUIREMENTS : R202 233 per annum (Level 05)
: An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in information management, financial administration, or electronic database management will be an added advantage. A minimum of one (1) to two (2) years' experience in rendering administrative and/ or clerical activities. The incumbent should be a creative, proactive, and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint. Skills and experience with electronic databases are an important requirement for the position.

DUTIES : The scope of this position will include but not be limited to Information management, management of orders and purchasing, management of document storage and retrieval and the digitizing of documents. Performing office management tasks of the Secretary during her absence will be expected.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/178 : **SECRETARY TO THE DIRECTOR REF NO: DHET177/05/2023**
Branch: University Education
Directorate: Academic, Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or a related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management and understanding of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director.

		Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including recordkeeping and filing of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/179</u>	:	<u>SENIOR ADMINISTRATION CLERK: IMPLEMENTATION OVERSIGHT (MONITORING & REPORTING) REF NO: DHET178/05/2023</u> Branch: Skills Development Chief Directorate: Seta Coordination Directorate: Implementation Oversight
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/NCV Level. A bachelor's degree/national diploma (NQF Level 6) in Administration/Management will be an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administration and/or secretarial support services in the Directorate. Knowledge of Records Management. Knowledge of relevant legislation, prescripts, policies, and procedures governing skills development. To have good interpersonal and communication and listening skills. Good telephone etiquette and experience in using computer application MS Word, PowerPoint, and Outlook. Always maintain confidentiality. Ability to create spreadsheets and manage basic databases and presentations.
<u>DUTIES</u>	:	Provide administration and support services to the Directorate; Administer SETA's reports and Cluster's work. Data capturing and quality analysis, rendering office management and administration services including the keeping of records of both quality and annual reports received and processed, Maintaining records on the SETA Boards, Submissions, and Internal Memos. Validate the SETA Reports; Responsible for retrieving documents. Recording and distribution of documents/reports. Respond to inquiries received from internal and external stakeholders; and interface with internal and external clients; Make logistical arrangements for meetings. Provide document management support including filing, record keeping, and safekeeping of all documents and records in line with the relevant legislation and policies. Provide administration support to the Directorate, including assisting with the submission of documentation to internal stakeholders within the Department.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/180</u>	:	<u>RECEPTIONIST REF NO: DHET179/05/2023</u> Branch: Skills Development Component: National Skills Fund Directorate: Financial Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of relevant experience as a receptionist or switchboard operator. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Client-orientation focus and customer care skills. Good computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Monitor NSF telephone and direct callers and answer telephone calls in an appropriate and professional manner. Keep the NSF internal directory up to date. Direct calls to appropriate staff members or departments. Take messages and relay them to the appropriate staff member. Respond to enquiries and queries. Ensure that complex queries are referred to the back office and other relevant staff members to deal with. Ensure visitors are directed correctly. Monitor entry access into premises. Receive, attend to and direct visitors to the

appropriate office or staff member they are visiting. Ensure visitors have signed in and issue them with a visitor's sticker. Ensure that relevant staff members are informed of visitors. Act and respond in a presentable manner, being the face of the entry. Monitor and ensure reception areas and meeting areas are kept neat and quiet. Ensure that pamphlets, brochures, and other relevant information is available for visitors (including removal of outdated information from public spaces). Coordinate the booking of boardrooms/ meeting rooms and parking. Assist with escalating complex queries from the website and social media pages (including tracking of queries up to resolution) Assist with ad hoc office admin duties, sending faxes, photocopying, and filing. Provide first aid when required.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/181 : **SENIOR ADMINISTRATION CLERK REF NO: DHET180/05/2023**
Branch: Planning, Policy, and Strategy
Directorate: National Qualifications Framework

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of experience in rendering secretarial and administrative support. Sound experience in using computer applications in office management including Microsoft Word, Excel, PowerPoint, and Outlook. Good general communication skills (writing emails, letters, reports etc.). Good organisational, office, and financial administrative skills. Ability to work under pressure. Knowledge of the PFMA and Batho Pele Principles is strongly recommended. A valid driver's license will be added as an advantage.

DUTIES : Rendering administrative and project management support to the Directorate dealing with the National Qualifications Framework, Recognition of Prior Learning (RPL), as well as Articulation matters. Ordering stationery and equipment, booking flights, and arranging transport and accommodation for the entire staff. Providing logistical support for meetings and arranging refreshments. Managing general cash flow and coordinating financial activities in the Directorate. Performing administration functions including dispatching posts, establishing, and maintaining a comprehensive filing system (electronic and manual), and establishing an effective document tracking system. Rendering secretariat services to the committees and compiling agendas and the minutes for meetings and workshops. Serving as Secretariat for projects' meetings. Draft submissions, covering letters, and memos for reports to be submitted to the Chief Director: Social Inclusion and Quality. Keeping track of submissions forwarded to the office of the Chief Director and action. Distribute, record, and update the register of incoming and outgoing correspondence in the office of the Director. Assist in managing general cash flow and coordinating all financial activities in the Directorate. Responsible for the operation and maintenance of standard office equipment (e.g., photocopy machines and telephones) and assets management.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/182 : **PROJECT ADMINISTRATOR REF NO: DHET181/05/2023**
Branch: Office of The Chief Financial Officer
Chief Directorate: Financial Support Services
Directorate: Development Support

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of experience in office administration. Must have effective communication and report writing as well as sound administration project skills. The candidate should have appropriate experience in general project administration, workflow management and client

service. The prospective candidate should be proactive, effective, and self-confident and be able to work in a diverse team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel and PowerPoint is a prerequisite. Basic knowledge of project management would be an advantage.

DUTIES : Assist in the coordination and monitoring of projects funded by grants and donor funding. Assist as a Secretariat for project meetings. Compile submissions, project reports and memos. Support the middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of project funds. Recording and tracking of submissions received by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate Provide administrative support to project managers.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/183 : **DRIVER/MESSAGER: ADMINISTRATION SERVICES REF NO: DHET182/05/2023**
Branch: Office of The Director-General
Directorate: Executive Support and Administrative Services
(Twelve (12) Month Contract)
Re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid driver's license is essential. A minimum of four (4) years of experience in actual driving/messaging for the government. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES : Collect and deliver confidential documents from Presidency, Ministries and National Departments; perform external collection and delivery of confidential documents and related items; Collect and deliver mail to and from the Post Office and related items; Transport official documentation to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Drive DG, guests and officials in the office when required; work closely with Ministry; travel to Cape Town when required; Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Responsible for sessional workers; assist with administrative tasks such as filing trip sheets, compiling overtime claims, and ensuring correct odometers are recorded for each vehicle used.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/184 : **SECURITY OFFICER REF NO: DHET182/05/2023**
Branch: Technical and Vocational Education and Training
Component: Northern and Western Cape Regional Office

SALARY CENTRE REQUIREMENTS : R147 128 036 per annum (Level 03)
: Cape Town
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid code 08 driver's license. Basic security course and Basic Education and Training. Registration with the Private Security Industry Regulatory Authority (PRISA): Be in possession of at least a Grade C Security certificate or higher and be willing to maintain firearm competency. A minimum of one (1) to two (2) years of relevant experience in a security environment. Knowledge of the access control procedures, building patrols, Overseeing security registers and key controls, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribed security procedures and the authority of security officers under these documents, and Knowledge of relevant emergency procedures. Skills required: Reading, Writing, Language, Operating equipment, Literacy, Communication

		(Verbal and written), People Management, Problem-solving, Planning, and Organizing. Ability to work under pressure, Adaptive, and Maintain high levels of confidentiality, Integrity, and Disciplined. Values: Client service focused, Committed, Proactive, Loyal, and maintaining ethical practices.
<u>DUTIES</u>	:	Perform access control functions. Ensure safety in the building and its premises. Ensuring the safety of equipment, documents, and storerooms as well as offices, monitoring the entry and exits of the building, and ensuring that no unauthorized entry takes place. Ensure all incidents are recorded in the occurrence books or registers. Any other duties assigned by supervisors.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/185</u>	:	<u>FOOD SERVICES AID HOSTEL REF NO: DHET183/05/2023</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 per annum (Level 03) Olifantsfontein ABET Level 3/Standard 8/Grade 10. Knowledge: Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Departmental policies. Knowledge of food services and accommodation services will be added advantage. Skills: Must be able to work in a team and under pressure. Must have good communication skills. Ability to read and write.
<u>DUTIES</u>	:	will include preparations and serving of meals for candidates and relevant stakeholders Prepare sandwiches and lunch for meetings and functions Operate and care for equipment and be responsible for reporting faulty equipment Ensure that linen is washed, ironed, folded, and packed in space savers. Operate and care for equipment and responsible for reporting faulty equipment. Responsible for general cleanliness and hygiene. Assist in receiving storage and packing of stock and stocktaking. Work according to duty roster and follow leave procedures. Assist supervisor with other tasks related to linen stores assistant.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/186</u>	:	<u>GROUNDSMAN GENERAL MAINTENANCE WORKER REF NO: DHET184/05/2023 (X3 POSTS)</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 per annum (Level 03) Olifantsfontein A Grade 10, ABET Level 3 certificate plus appropriate experience as a general worker. Basic literacy certificate. Good Knowledge of the Occupational Health and Safety Act. Ability to perform general work of fixing, repairing, hand tools and power tools. Knowledge: Good knowledge of fixing, repairing, and replacing equipment and materials. Good Communication skills, Skills: Good listening skills. Willing to follow instructions from supervisor. Interpersonal skills to interact with employees or residents of the building in a pleasant manner. Basic skills address leaks, clogs or drainage problems. Basic Technical skills.
<u>DUTIES</u>	:	will include inspecting and identifying equipment or machines in need of repairs Performs general repairs that do not require a specialized technician. Change office globe, fix door handle, paint, repair doors and other building fixtures Performs routine maintenance on building systems. Cleans and assist with the upkeep of the facilities. Working on minor damaged electrical wiring when shortage or severed wire occurs. Fixing potential safety hazards to avoid injuries. Painting the building when old paint has become faded or chipped.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/187</u>	:	<u>LINEN STORE ASSISTANT: HOSTEL REF NO: DHET185/05/2023</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE</u>	:	R147 036 per annum (Level 03) Olifantsfontein

<u>REQUIREMENTS</u>	:	ABET/Standard 8/Grade 10. Knowledge: Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Knowledge of facilities policies. Knowledge of hygiene and cleanliness. Basic knowledge of housekeeping. Knowledge of food services and accommodation services will be added advantage. Skills: Must be able to work in a team and under pressure. Must have good communication skills. Ability to read and write.
<u>DUTIES</u>	:	will include cleaning and preparations of rooms for the candidates. Ensure that linen is washed, ironed, folded, and packed in space savers. Operate and care for equipment and responsible for reporting faulty equipment. Responsible for general cleanliness and hygiene. Assist in receiving storage and packing of stock and stocktaking. Work according to duty rooster and follow leave procedures. Assist supervisor with other tasks related to linen stores assistant.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/188</u>	:	<u>TRADES AIDS: ASSESSMENT REF NO: DHET186/05/2023 (X3 POSTS)</u> Branch: Skills Development Directorate: Indlela: Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 per annum (Level 03) Olifantsfontein A national senior certificate/Vocational (NCV) Level 4) certificate or equivalent qualification. Six (6) months of trade-related experience. Knowledge: Knowledge of the Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Skills: Communication, reading and writing skill. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.
<u>DUTIES</u>	:	will include Providing candidates with necessary tools, materials and/or other services where needed. Properly prepare material and tools for assessment tasks a day before the assessment. Safeguard workshop/assessment area, machines, tools, and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from the workshop to asset management when required.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/189</u>	:	<u>SECURITY OFFICER REF NO: DHET187/05/2023 (X3 POSTS)</u> Branch: Technical and Vocational Education and Training Component: Gauteng and Free State Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 per annum (Level 03) Bloemfontein An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. The candidate must have a PSIRA. Certificate Grade C and a valid driver's license. A minimum of one (1) to two (2) years of experience as a Security Officer. Knowledge of Departmental Policies. Good knowledge of MISS and MPSS. Good knowledge of administration and report writing skills. Good knowledge of the control of the Access to Public Premises and Vehicle Act. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organising, verbal and written communication skills, and problem-solving skills. Administrative skills.
<u>DUTIES</u>	:	Conduct effective access control at the premises. Control of keys handed to security and register book for proper control. Registering visitors and candidates entering the premises. Conduct effective patrols of all buildings on the premises on an hourly basis, conduct fire equipment checks around the premises and report all faulty equipment. Conduct investigations and produce a preliminary report on all incidents.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/190 : **HANDYMAN REF NO: DHET188/05/2023**
Branch: Corporate Management Services
Directorate: Facilities Management

SALARY : R147 036 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : ABET, Grade 10. Poses good communication skills, honesty and reliability, physical strength, and coping with the physical demands of the position. Being able to work as a team.

DUTIES : Perform general assistant work: provide routine general work, compliance, and maintenance services; prepare offices for new employees and make sitting arrangements as requested by officials; load and offload furniture, equipment, and any other goods to relevant destination; assist with the waste disposal; Report electrical problems to the supervisor to inform the landlord; assist with cleaning services; and provide effective office and property care support services. Safekeeping of maintenance tools and supplies.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 26 June 2023

NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants 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

POST 20/191 : **EXECUTIVE OFFICE ADMINISTRATOR IN THE OFFICE OF THE OMBUD**
REF NO: 5/5/23 OLSO
(3 Years Contract Appointment)

SALARY : R527 298 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Legal Services Ombud: Centurion

REQUIREMENTS : National Diploma at NQF level 6 in Administration. A minimum of 3 years' experience in executive support.; Knowledge of the relevant Public Service legislation and Legal Practice Act; Knowledge and understanding of financial, provisioning and procurement prescripts and procedures; Knowledge and understanding of OLSO operational policies and procedures, Stakeholder management. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Financial management skills; Report writing skills; Administrative skills Good interpersonal relations; Attention to details; Ability to work independently.

DUTIES : Key Performance Areas: Provide Executive Secretarial/receptionist support; Provide administrative support services; Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence. Compile reports and analyze statistics for submission to the office of the Ombud. Manage finance and procurement of goods and services of the Office of the Ombud.

ENQUIRIES : Ms MV Shivuri Tel No: (010) 023 5508

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001. Or Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion.

POST 20/192 : **STATE ACCOUNTANT: BUDGET PLANNING REF NO: 23/38/CFO**

SALARY : R294 321 – R343 815 per annum. The successful candidate will be required

	:	to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria A relevant Degree/National Diploma in Financial Management and Accounting at (NQF level 6) as recognized by SAQA; A minimum of 2 years' experience in Finance Management and Accounting; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Division of Revenue Act (DORA); Knowledge of policy development. Skills and Competencies: Computer literacy (Ms Office and MS Excel); Good communication (written and verbal); Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and self-motivated; Analytical skills.
<u>DUTIES</u>	:	Key Performance Areas: Prepare the Medium-Term Expenditure Framework (MTEF) inputs for the Branches; Prepare the Estimates of National Expenditure (ENE) inputs for the Branches; Prepare the Adjustment Estimates of National Expenditure (AENE) inputs for the Branches; Manage year end virements; Compile and capture journals for misallocations; Prepare monthly expenditure reports for Branches.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J. Maluleke Tel No: (012) 315 1090 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged apply
<u>POST 20/193</u>	:	<u>OFFICE ADMINISTRATOR IN THE OFFICE OF THE DIRECTOR REF NO: 05/03/23 - OLSO</u> (3 Years Contract Appointment)
<u>SALARY</u>	:	R294 321 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Legal Services Ombud: Centurion National Diploma at NQF level 6 in Administration. A minimum of 3 years' experience in executive support supplemented with good administrative skills; Knowledge and understanding of financial, provisioning and procurement prescripts and procedures; Knowledge of government policies in general; Knowledge and understanding of OLSO operational policies and procedures. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Report writing skills; Good interpersonal relations; Attention to details; Ability to work independently.
<u>DUTIES</u>	:	Key Performance Areas: Provide Secretarial/receptionist support; Provide clerical support; Provide administrative support services; Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MV Shivuri Tel No: (010) 023 5508 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001 or Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion
<u>POST 20/194</u>	:	<u>GENERAL ADMINISTRATOR: CONTACT CENTRE REF NO: 5/5/23 OLSO (X2 POSTS)</u> (3 Years Contract Appointment)
<u>SALARY</u>	:	R241 485 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Legal Services Ombud: Pretoria (X1 Post) Cape Town (X1 Post) Grade12; Administrative support experience; Knowledge of clerical duties; Knowledge of working procedures in terms of the working environment; A valid driver's license. Skills and Competencies: Communication (verbal and written); Computer literacy; Problem-solving; Planning and organizing; Project management; Financial management skills; Report writing skills; Good interpersonal relations; Attention to details; Ability to work independently.
<u>DUTIES</u>	:	Key Performance Areas: Provide registry services; Render general clerical support services; Provide supply chain clerical support services within the Unit;

Provide personnel administration clerical support services; Provide financial administration support services; Provide driver messenger services. Co-ordinate events and meetings on behalf of the Office of the Ombud. Attend to enquiries and assist in drafting correspondence.

ENQUIRIES : Ms MV Shivuri Tel No: (010) 023 5508
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria, 0001 or Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue. Centurion.

INTERNSHIP PROGRAMME 2023/2025

The Department of Justice and Constitutional Development (DOJ&CD) invite all the unemployed graduates to apply for Departmental Graduates Programme to gain workplace experience in the field of study illustrated below. Applicants must clearly state the Post and Reference number. Details of the Internship Programme are provided below.

NOTE : Interested unemployed South African graduates, with a tertiary qualification in the below-mentioned field of study, who has not previously participated in any internship programme may apply. Applicants must be willing and able to find their own accommodation considering that they will not earn a salary but only a stipend.

OTHER POST

POST 20/195 : **GRADUATE INTERNSHIP – LEGAL SERVICES REF NO: NOGI (X4 POSTS)**
Duration: 24 Months

STIPEND : R6 239 per month
CENTRE : National Office: Legislative Development
REQUIREMENTS : Bachelor of Laws (LLB)
ENQUIRIES : Ms. Samantha Fisher Tel No: (012) 315 4843 or Mr. Tokelo Moja Tel No: (012) 315 4847
APPLICATIONS : Direct your application using the address indicated below: National Office: Address: Private Bag X81, Pretoria, 0001 or Hand deliver to 329 Pretorius Street, C/o Pretorius and Sisulu Street, Pretoria, 0001

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 27 June 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs
- ERRATUM:** The post of Head Control Prosecutor 3 with Ref No: Recruit 2023/267 advertised in the Public Service Vacancy Circular 18 dated 26 May 2023 was advertised with an incorrect salary scale. The correct salary scale is R935 109 per annum (excluding benefits) - R1 515 504 per annum (total cost package) (Level SU-3). The closing date is extended to 27 June 2023.

OTHER POSTS

- POST 20/196** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/285**
Legal Affairs Division
- SALARY** : R1 081 953 per annum (total cost package) - R1 679 754 per annum (total cost package) (LP-9)
- CENTRE** : Pretoria: North Gauteng
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998.

Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices. Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's license.

DUTIES : Act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

ENQUIRIES APPLICATIONS : Eathern Pinky Nkosi Tel No: (012) 845 6907
: e mail Recruit2023285@npa.gov.za

POST 20/197 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTOR) REF NO: RECRUIT 2023/286**
National Prosecution Service

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

CENTRE REQUIREMENTS : DPP: Cape Town
: An LLB or any appropriate legal qualification for current prosecutors. At least eight years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided

		investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.
<u>ENQUIRIES</u>	:	Francois Brandt Tel No: (021) 487 7144
<u>APPLICATIONS</u>	:	e mail Recruit2023286@npa.gov.za
<u>POST 20/198</u>	:	<u>PROGRAMME MANAGER (NATIONAL TCC COORDINATOR) REF NO: RECRUIT 2023/287</u>
		Sexual Offences and Community Affairs
<u>SALARY</u>	:	R958 824 per annum (Level 12), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	A recognized legal degree/an appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science. Project management qualification. Minimum of six years' experience in the field of Gender Based Violence. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, project management and management of gender-based violence. Good planning skills. Good administrative and organizational skills. Financial management skills. Good verbal and written communication skills. High level computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Knowledge of Project Management software. Valid driver's license is required. Candidate must be prepared to travel extensively.
<u>DUTIES</u>	:	Setting up of Thuthuzela Care Centres. Liaison with stakeholders. Monitoring, evaluation and upkeep of current Thuthuzela Care Centres. Effective and efficient implementation of the Thuthuzela model. Day to day administration and management of the TCC model. Coordination of training on gender-based violence. Coordination of public awareness in gender-based violence. Manage the dissemination process. Setting up standards and quality control. Assist in budget planning including donor funding, drawing up a detailed work plan for new project. Consolidate Thuthuzela Care Centre statistics and submit to management. Compile reports for submission to the Special Director of the Sexual Offence and Community affairs unit and Director Administration. Any other task the special Director deems necessary.
<u>ENQUIRIES</u>	:	Sandra Reddy Tel No: (012) 845 6670
<u>APPLICATIONS</u>	:	e mail Recruit2023287@npa.gov.za
<u>POST 20/199</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2023/288</u>
		Legal Affairs Division
<u>SALARY</u>	:	R844 572 per annum (total cost package) to R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Pretoria: North Gauteng
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) years post qualification experience Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The right to appear in any court as contemplated in the Legal Practice Act, Act 28/14 or as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Communications: Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Planning and execution: Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's license.
<u>DUTIES</u>	:	The successful candidate will act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

ENQUIRIES APPLICATIONS : Eathern Pinky Nkosi Tel No: (012) 845 6907
: e mail Recruit2023288@npa.gov.za

POST 20/200 : **STATE ADVOCATE REF NO: RECRUIT 2023/289**
National Prosecutions Service

SALARY : R844 572 per annum (total cost package) to R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE REQUIREMENTS : DPP: Bloemfontein (STU)
: An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion or avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Decision making skills. Must be able to work independently. Must have good administrative skills.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent State in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal prosecutions and supply them with accurate statistics.

ENQUIRIES APPLICATIONS : Lemmer Ludwick Tel No: (051) 410 6001
: e mail Recruit2023289@npa.gov.za

POST 20/201 : **STATE ADVOCATE REF NO: RECRUIT 2023/290**
National Prosecutions Service
(Re-advert)

SALARY : R844 572 per annum (total cost package) to R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE REQUIREMENTS : CPP: Nelspruit (Tonga)
: An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and

		develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686 e mail Recruit2023290@npa.gov.za
<u>POST 20/202</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2023/291</u> Specialised Commercial Crime Unit (Re-advert)
<u>SALARY</u>	:	R844 572 per annum (total cost package) to R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Bloemfontein An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid drivers license.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001 e mail Recruit2023291@npa.gov.za
<u>POST 20/203</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: RECRUIT 2023/292</u> Strategy Management Office (Re-advert)
<u>SALARY</u>	:	R811 560 per annum (Level 11), (total cost package)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Pietermaritzburg An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 5 years' experience in the strategic, business or performance monitoring. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.
<u>DUTIES</u>	:	Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with

		compliance requirements and best practice in the field of performance information management. Risk management.
<u>ENQUIRIES APPLICATIONS</u>	:	Sello Sefara Tel No: (012) 845 6233 e mail Recruit2023292@npa.gov.za
<u>POST 20/204</u>	:	<u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2023/293</u> National Prosecutions Service
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) - R1 308 663 per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Ntuzuma (Hammersdale) An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must manage, give guidance and train prosecutors. Good management and administrative skills. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Above average planning and organising skills. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the District and Regional court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Mzimkulu Mabandla Tel No: (031) 334 5034 e mail Recruit2023293@npa.gov.za
<u>POST 20/205</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Mthatha (Qumbu) Ref No: Recruit 2023/294 CPP: Mthatha (Port St Johns) Ref No: Recruit 2023/295 CPP: Mthatha (Elliotdale) Ref No: Recruit 2023/296 CPP: Mthatha (Mt Frere) Ref No: Recruit 2023/297 (X2 Posts) CPP: George Ref No: Recruit 2023/298 CPP: Durban (Umlazi) Ref No: Recruit 2023/304
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the Regional court, relief duties, management and administrative experience will be an added advantage. Valid drivers' license. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. Good communication skills. Valid drivers' license.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of argument and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners

in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

- ENQUIRIES** : CPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
- APPLICATIONS** : CPP: George Francios Brandt Tel No: (021) 487 7144
CPP: Durban (Umlazi) Ntokozo Phaledi Tel No: (031) 334 5274
CPP: Mthatha (Qumbu) - e mail Recruit2023294@npa.gov.za
CPP: Mthatha (Port St Johns) - e mail Recruit2023295@npa.gov.za
CPP: Mthatha (Elliotdale) - e mail Recruit2023296@npa.gov.za
CPP: Mthatha (Mt Frere) - e mail Recruit2023297@npa.gov.za
CPP George: e mail Recruit2023298@npa.gov.za
CPP: Durban (Umlazi) - e mail Recruit2023304@npa.gov.za
- POST 20/206** : **COURT PREPARATION OFFICER REF NO: RECRUIT 2023/299**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07), (excluding benefits)
: CPP: Mthatha
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
- DUTIES** : Provide holistic and integrated care for the victims of crime, customers, and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
- ENQUIRIES APPLICATIONS** : Tulisa Sibindlana Tel No: (047) 501 2669
: e mail Recruit2023299@npa.gov.za
- POST 20/207** : **ADMINISTRATION OFFICER**
Office for Witness Protection
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (Level 07), (excluding benefits)
: Mpumalanga (Witbank) Ref No: Recruit 2023/300
North - West (Potchefstroom) Ref No: Recruit 2023/301
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.
- DUTIES** : Provide asset support services. Provide administrative support to fleet management. Provide administrative support to asset and facilities management. Document and office management support and Governance.
- ENQUIRIES APPLICATIONS** : Mpumalanga (Witbank) - RL Mahlangu Tel No: (013) 692 2041
North - West (Potchefstroom) - OJP Olivier Tel No: (018) 290 3222
: Mpumalanga (Witbank) e mail Recruit2023300@npa.gov.za; North West (Potchefstroom) e mail Recruit2023301@npa.gov.za
- POST 20/208** : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2023/302**
Security Management Service
(Re-advert)
- SALARY CENTRE** : R294 321 per annum (Level 07), (excluding benefits)
: Kimberley

- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' experience relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good People skills. Strong interpersonal and communication skills. Ability to act independently. Valid drivers license.
- DUTIES** : Provide security vetting services in the region. Maintain and update data base with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit to Regional Manager. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services. Attend to OHS meetings quarterly.
- ENQUIRIES APPLICATIONS** : Nicholas Mogongwa Tel No: (053) 807 4539
: e mail Recruit2023302@npa.gov.za
- POST 20/209** : **PARALEGAL REF NO: RECRUIT 2023/303**
Legal Affairs Division
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05), (excluding benefits)
: Pretoria: North Gauteng
: Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- DUTIES** : Provide assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. case administration and document management. Provide administrative support services.
- ENQUIRIES APPLICATIONS** : Eathern Pinky Nkosi Tel No: (012) 845 6907
: e mail Recruit2023303@npa.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or use e-mail I indicated for each post. Should you submit your application and CVs to the address not as specified, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system.
- CLOSING DATE** : 26 June 2023 at 16h00
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications who do not comply with the above-mentioned requirements as well as applications received late, will not be considered. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the NSG Recruitment and Selection Policy and other prescripts. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at **www.thensg.gov.za** or **www.dpsa.gov.za** for information on the requirements and duties of the position.

OTHER POSTS

- POST 20/210** : **DEPUTY DIRECTOR: ORGANISATIONAL TRANSFORMATION REF NO: NSG 15/2023**
- SALARY** : R811 560 per annum (Level 11), (an inclusive remuneration package), comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at (NQF level 7) in Psychology, Industrial and Organisational Psychology, Human Resources Development, Women and Gender Studies or Social Science. Registration with a relevant professional body will also be an added advantage. Experience: Four (4) to five (5) years' proven experience in organisational transformation, diversity and change management, of which 3 years is at supervisory/management level. Knowledge: Microsoft Office packages (Word, PowerPoint, Excel, Visio). In-depth theoretical and practical knowledge managing transformation, diversity and organisational change. In-depth knowledge and understanding of the Constitution of the Republic of South Africa and relevant public sector legislation (including Public Service Act, Public Administration Management Act). Theoretical and practical knowledge of best practice and cutting-edge initiatives. Policy development and implementation. Batho Pele principles. Manipulate data into meaningful, useable information. Competencies/skills: Strong interpersonal skills. Problem solving skills. Research and analysis. Techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant

solutions. Proven writing skills, including report writing, submissions and articles. Presentation skills. Digital skills. Good conflict management skills. Creative and analytical skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with organisational transformation and change trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Willingness to travel and work extended hours, including away from office, as and when required.

DUTIES

: Develop, review and implement organisational transformation and change related policies and strategies for the NSG. Implement and monitor standards and guidelines for organisational transformation and change. Undertake research and development towards organisational transformation and change practices and methodologies. Manage internal and external compliance processes and reporting relating to organisational transformation and change. Liaise with business units and employees to determine organisational transformation challenges, needs and capacity building requirements (including leadership transformation). Provide technical advice and support to NSG, employees and external stakeholders. Oversee organisational transformation information and awareness within the NSG, including workshops and employee consultations. Manage organisational transformation documents and records, including providing secretariat support to established committee structures. Manage close working relations with internal business units (e.g., HRM&D, Organisational Design and Service Delivery Improvement) and external stakeholders (e.g., DPSA and DWYPD) to ensure effective organisational transformation. Forecast organisational transformation requirements through diagnosis, analysis, research and benchmarking. Assess risks associated with various change initiatives and projects and recommend actions to manage any risks. Facilitate change and transition efforts throughout the NSG to ensure identified goals are achieved, in line with change management strategies/ frameworks. Facilitate and implement change models and strategies, undertake assessments through climate and dipstick surveys to determine organisational health, culture and effectiveness. Facilitate diversity workshops and initiatives on change enablement, culture shaping and embedded organisational values. Conduct needs assessment, design processes and interventions to facilitate team building and organisational cohesion. Co-ordinate and facilitate advocacy programmes and awareness in promoting gender, youth and PWD sensitization and responsiveness. Co-ordinate the implementation of strategies that increase the participation of women, youth and PWD in capacity building programmes. Convene internal and external stakeholder engagements on issues of women, youth and PWD empowerment. Co-ordinate and report on the NSG's contribution and implementation of different tools, plans and frameworks for gender, youth and disability interventions. Develop, co-ordinate and monitor the implementation of the Employment Equity Plan. Manage the processes related to the efficient functioning of relevant committees/ management structures, including the Employment Equity Forum. Manage allocated resources (people, finance, systems, assets, contracts) within the sub directorate. Implement operations management within the sub directorate, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks within the sub directorate, as well as mitigation plans, including business continuity plans. Preference will be given to Youth, African Males and African Females, Coloured Males, White Males, and people with disability in accordance with the NSG employment equity plan.

ENQUIRIES
APPLICATIONS

: Thabo Ngwenya Tel No: (012) 441 6108
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMS1@thensg.gov.za.

<u>POST 20/211</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NSG 16/2023</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an inclusive remuneration package) comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
<u>CENTRE REQUIREMENTS</u>	:	<p>Pretoria</p> <p>Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at (NQF level 7) in Human Resource Management, Human Resource Development or Public Administration. Training on PERSAL administration, PERSAL control, PERSAL leave, PERSAL Establishment, SCC system and other systems related to controller. Experience Four (4) to five (5) years' proven experience in human resource management, of which 3 years is at supervisory/management level. Knowledge: Knowledge of and experience in human resource management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Public Finance Management Act, Public Service Regulations). Strategy development, analysis, and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Vulindlela and PERSAL reports and HR Information Systems. Batho Pele Principles. Competencies/skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Proficiency in communication and presentation skills. Excellent project, time, and people management skills. Proposal and report writing skills. Excellent organizing and planning skills. Computer literacy in Microsoft Office Suite. Digital skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with HRM business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours, as required.</p>
<u>DUTIES</u>	:	<p>Develop, review, and implement human resource management policies, standard operating procedures, and strategies for the NSG, in line with relevant legislation, directives, and frameworks. Undertake research and development towards new human resource management practices and methodologies. Develop, review, monitor, and evaluate the implementation of the Departmental Human Resource (HR) Plan and strategies. Provide support to line managers in designing HR strategies that will support Organisational strategy and identify cost-saving approaches through administrative efficiency and innovative HR practices. Liaise with the Organisational Design business unit to plan for positions to be filled, in line with HR plan and NSG strategies. Develop advertisements for vacancies and manage the process of employee attraction, including use of DPSA Circular, mainstream, and social media. Manage the processes related to the capturing, verification, and shortlisting of candidates for vacant positions. Provide technical support and advice in the selection processes (including interviewing and headhunting) in the selection of ideal candidates for vacant positions. Manage processes related to the recruitment (including transfers and secondments), placement of successful candidates in the NSG, and capturing of information on PERSAL. Manage the vacancy rate of the NSG in line with predetermined standards and targets. Manage internal and external compliance processes and reporting (monthly, quarterly, and annually) relating to human resources management. Implement and monitor standards and guidelines for human resource management practices. Manage all employee service benefits (including leave, retirement, resignation, death, housing allowances, long service recognition, pension, and medical aid). Liaise with key stakeholders (including GEPF, DPSA and GEMS) to ensure efficient support to serving and exiting employees. Report on all HRM interventions which entail compliance with HR prescripts, compliance calendar, satisfying audit requirements. Manage all HRM problems and queries, including liaising with internal and external auditors. Provide advice and</p>

guidance in efforts to increase the employees' contribution to the NSG. Undertake advocacy and awareness on human resources support and benefits to NSG employees. Manage the HR information functions on Vulindlela and PERSAL, including authorisations of transactions related to post establishment and employee information. Serve as the NSG PERSAL Controller and coordinate user training. Support continuous transformation, shaping processes and culture to assist the NSG improve its capacity for change. Manage and implement digital HR functions, including HR practices, automating in recruitment and self-service functions (e.g.leave management). Undertake HRM analytics (including workforce and behavioural practices to inform decision making and strategic choices. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Manage HR records and registry in line with prescripts including protection of personal information. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements, including quarterly performance reporting. Manage the budget allocated to the sub-directorate, including expenditure reporting and forecasting. Identify and manage strategic and operational risks within the sub-directorate, as well as mitigation plans, including business continuity plans. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed. Preference will be given to Youth, African Males and African Females, Coloured Males, White Males, and people with disability in accordance with the NSG employment equity plan.

**ENQUIRIES
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108
 : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMS2@thensg.gov.za

POST 20/212

: **ASSISTANT DIRECTOR: BUSINESS & DATA INTELLIGENCE REF NO: NSG 17/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09), plus competitive benefits cost to company.
 : Pretoria
 : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification (NQF level 6) recognised by SAQA in Statistics, Computer or Data Science, Business & Information Management or Marketing and Entrepreneurial Studies. Registration with a relevant professional association/body may be an added advantage. Experience: 3 – 4 years' experience in applying business intelligence, data analysis, statistical concepts, including supervisory experience. Knowledge: Demonstrated experience with statistical analysis packages. Knowledge and experience in using at least one statistical package (e.g., STATA/SAS) to analyse large datasets, data mining, report writing and the ability to data visualization. Theoretical and practical knowledge of the education, training, and development environment. Big data management, data analysis & modelling. Structured Query Language (SQL) to communicate with and manipulate databases. Knowledge of databases and structures, governance and meta data standards including data architecture. Good understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Competencies/skills. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Writing skills, including report writing and submissions. Digital skills to work in digital environments. Good conflict management skills. Creative and analytical skills. Data analysis, interpretation and utilization: Personal Attributes; Participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify

DUTIES

solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

: Support the implementation of business development strategies for Provincial, Local Government & Legislatures. Develop business cases and liaise with clients (individuals and institutions) to identify ETD needs and requirements. Support the dissemination and utilisation of ETD business intelligence information among the programme managers. Support and conduct targeted business development research, including design, data collection, management and analysis. Provide timely alerts on emerging trends influencing the public sector and skills requirements. Process, analyse and manage data and information relating to ETD and providers (e.g., private and public higher education institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Acquire, process, manage, and analyse data from a range of sources to generate trends, patterns and reports that inform planning and decision-making. Process, analyse and manage data and information relating to ETD and providers (e.g., private and public higher education institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Ensure relevant data is entered into the Training Management System to capture, analyse, and disseminate business and data intelligence. Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to business units and stakeholders. Use machine learning tools and statistical techniques to produce solutions to ETD problems. Mining large structured and unstructured datasets with different data structures. Monitor and evaluate business development interventions, especially the management of MOUs/MoAs and client support. Collect information from all clients and maintain a database to enable such information to be analysed in greater detail and format. Ensure product and service knowledge and awareness in liaison with internal business units. Support the implementation of innovative specialised programmes towards attracting new clients and building long-term relationships. Support opportunities towards increased market share in Provincial, Local Government & Legislatures (training uptake numbers and revenue generated). Participate in networks and multi-sector relationships that serve the interests of the NSG. Cultivate strategic relationships and alliances with internal and external stakeholders. Work with internal and external stakeholders to identify opportunities for leveraging business and data intelligence to drive business solutions and product development. Participate in strategic external and internal forums including NSG-led forums. Review policies and procedures and manage implementation. Manage allocated resources (people, finance, systems, assets, contracts). Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation plans, including business continuity plans. Produce monthly and quarterly reports relating to business development and specialised programmes. Preference will be given to Youth, African Males and African Females, Coloured Males, White Males, and people with disability in accordance with the NSG employment equity plan.

**ENQUIRIES
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108
: Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.ASD2@thensg.gov.za

POST 20/213

: **SUPPLY CHAIN MANAGEMENT (SCM) PRACTITIONER REF NO: 18/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum (Level 07), plus competitive benefits cost to company.
: Pretoria
: Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management or Commerce. Experience; Three (3) to five (5) years relevant experience in supply chain management.

Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Treasury Regulations, and SCM Practice Notes. Preferential Procurement Policy Framework Act and Broad-Based Black Economic Empowerment. Microsoft Office suite, especially Word, PowerPoint, and Excel. Administration of LOGIS and BAS systems. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Document management. Batho Pele principles. Competencies/ Skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Financial management skills. Personal Attribute: Ability to multi-task and organize, prioritize, and follow through multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office, may be required.

DUTIES

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Provide administrative support in the development, implementation and monitoring of supply chain management policies, frameworks, and practice notes. Support supply chain management audit and compliance processes. Conduct elementary research as required by the Director to support the implementation and monitoring of supply chain policies, frameworks, and practice notes. Support awareness and communication initiatives to empower NSG officials on SCM matters. Provide general technical and administrative advice to NSG officials, service providers and clients on SCM matters. Provide support in the development and implementation of asset needs assessment, asset acquisitions, operational and asset disposal plans. Ensure the implementation of preferential procurement policy objectives. Ensure that received assets are barcoded, accurate updating of the asset register and monthly reconciliation with supporting documents. Plan and undertake the assets verification, instock counts, investigate and report on variances, make necessary recommendation to resolve discrepancies. Provide support to obsolescence planning or depreciation rates, management of losses, write offs, redundant and disposal of assets, inventory, and consumables. Provide administrative and secretariat support to the relevant committees related to asset management, as may be required. Provide support in the development and implementation of procurement needs assessment (including future needs), acquisitions, and management. Assess the value of goods and services to be procured, determine optimal acquisition process, commodity and industry analysis, and request response from registered suppliers or activate a bidding response. Compile and source requests for quotations for procurement using the Central Supplier Database (CSD), undertake prescribed evaluation processes, conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Check completeness of documentation and compliance against supply chain management principles and thresholds. Provide support in the development of bidding documents in accordance with relevant policies, including briefing sessions. Provide administrative and secretariat support to the relevant committees related to acquisition and demand management, including the Bid Committees, as may be required. Prepare appointment letters, maintain, and update contract register and liaise with relevant managers for contract management. Assist in the identification and determination of irregular, fruitless and wasteful expenditure. Undertake all aspects of warehouse management, stocktaking, including submission of stocktaking reports per sub-inventory, compilation and updating of stock inventories. Ensure that stock levels are determined, maintained, available upon demand and that proper internal controls are in place. Undertake verification of suppliers in line with applicable prescripts, accurate placement of orders and updating of systems. Manage the performance of vendors, including addressing instances of under- or non-performance against pre-determined standards. Receive invoices from centralised system and forward to relevant line managers. Ensure accurate and verified placement of orders, and payment of suppliers within 30 days. Implement an effective document control and filing systems. Ensure fair and equitable distribution of goods across the NSG. Implement effective and efficient supply chain management systems, including daily capturing, verification, and management on the LOGIS and BAS systems. Ensure the effective monitoring and evaluation of supply

chain practices and processes. Maintain close working relationships with other relevant units in the NSG and other key external stakeholders to ensure efficient supply chain management. Administer project accounts (e.g., courier and travel services) as may be determined. Implement effective operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Provide monthly and quarterly inputs on financial and non-financial performance of the Directorate. Preference will be given to Youth, African Males and African Females, Coloured Males, White Males, and people with disability in accordance with the NSG employment equity plan.

ENQUIRIES
APPLICATIONS

- : Thabo Ngwenya Tel No: (012) 441 6108
- : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.ASD1@thensg.gov.za

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **Gauteng** Division of High Court: Pretoria: 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
Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- CLOSING DATE** : 26 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/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All 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 closing date for the post of Assistant Director: Security Services with Ref No: 2023/217/OCJ advertised on Public Service Vacancy Circular 19 dated 02 June 2023 has been extended to 26 June 2023 and Food Service Aid with Ref No: 2023/229/OCJ advertised on Public Service Vacancy Circular 19 dated 02 June 2023 has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

- POST 20/214** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/230/OCJ**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Pretoria
 : Matric certificate and National Diploma in Legal Interpreting at NQF level 6 or any other relevant qualification as recognised by SAQA. A minimum of five (5) years' experience as a Court Interpreter with a minimum of two (2) years supervisory experience. Knowledge of any foreign or sign language will be an added advantage. Candidates will be required to undergo oral and written language proficiency tests. A valid driver's licence. Excellent communication skills. Computer literacy. Ability to work under pressure and problem solving skills. Customer service. Time management. Accuracy and attention to detail.
- DUTIES** : Rendering Interpreting services in complex and high profile cases, special cases, pre-trial conference, disciplinary hearings and consultations. Translate legal documents and exhibits. Develop terminology. Procure Foreign Language Interpreters and Casual Interpreters in line with PFMA. Control, supervise and attend to personnel administrative aspects of Interpreters. To render supervisory services in the legal Interpreting and language environment. Provide mentoring and coaching to Junior and Senior Court Interpreters. Manage Performance of Court Interpreters. Leave Management for language services at the High Court and develop related language glossary.
- ENQUIRIES** : Technical enquiries: Ms MS Malatji Tel No: (012) 315 7602
 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 20/215** : **FOOD SERVICE AID REF NO: 2023/231/OCJ**
- SALARY** : R147 036 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of the High Court
 : Grade 10; A minimum of 2 years appropriate experience and relevant knowledge as a food aid; Previous experience in hospitality environment will serve as an added advantage. Ability to communicate efficiently (read, speak and write) Ability to prepare meals. Knowledge of basic cleaning and maintenance of equipment. Skills and Competencies: Good verbal communication skills. Good work ethic. Interpersonal skills. Ability to work under pressure. Attention to detail.
- DUTIES** : Maintenance of general neatness and hygiene of the work area; Responsible to assist with the preparation of Judge's conference, meetings and workshops. Collecting of food platters where needed; Food preparation as per the specified catering requests; Render assistance to Judges within the Division and the Judges' tearoom; Follow and maintain hygiene and safety directives including the use of apparatus and equipment; Responsible for the cleaning of cutlery, crockery, tearoom and boardroom; Responsible to ensure that water and juice jugs are clean and always refilled; Responsible for the preparation, serving and storing food; Responsible for the safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duties assigned to you by the Supervisor and or Court Manager.
- ENQUIRIES** : Technical Related Enquiries: Ms V Noah Tel No: (021) 469 2619
 HR Related Enquiries: Ms M Baker Tel No: (021) 469 4032

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number) or via link: <https://affirmativeportfolios.co.za/dpme> Emailed applications will not be accepted.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 26 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 and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. 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. 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. 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 20/216** : **ASSISTANT SPECIALIST: PLANNING COORDINATION REF NO: 29/2023**
CD: Planning Coordination
- SALARY** : R527 298 per annum (Level 10), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification (NQF 7) in Social Sciences, Commerce or Economics with at least 5 years experience in the field of strategic planning, public administration and/or public finances, budgeting frameworks. An Honours Degree/ Advanced Diploma (NQF 8) in Social Science, Economics or Commerce will serve as an added advantage. A valid Driver's License. Should have knowledge of the NDP/MTSF; basic research methodologies and strategic, operational planning and budgeting frameworks. Should have strong

knowledge of Ms Office Suite, advanced Excel, advanced numerical, data and analytical, conceptual and problem solving skills, communication and interpersonal skills and ability to perform independently and in a team and under pressure. Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES

: The successful candidate will be responsible to provide support to oversight function with regard to long and medium term National and sector development plans and priorities. This entails assisting with the assessment and implementation of short and medium term plans to inform planning and assisting with the assessment of inter-sectorial matters and develop appropriate strategies, policies for convergence of plans. Liaising with national, provincial and local government structures, agencies and stakeholders; assisting with the development of sectorial roadmaps towards the achievement of long term goals and objectives and conduct research on developmental aspects of sector and develop planning. Monitoring/recommending of the Chief Directorate's statutory responsibilities in terms of PSA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate in supporting capacity. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.

ENQUIRIES

: Mr Makhanane Lehong Tel No: (012) 312-0450

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** : 26 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. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 20/217** : **DEPUTY DIRECTOR: ENTREPRENEURSHIP DEVELOPMENT "REF NO: ED"**
- SALARY CENTRE** : R811 560 per annum
: Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) Economics / Business Administration/ Public Administration / Entrepreneurship / Development Studies as recognise by SAQA. 5 years' relevant experience within the Entrepreneurship environment of which 3 must be at a supervisory level. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Change Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation, Presentation skills and Stakeholder Management.
- 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). Develop policies, strategies, programmes, and frameworks for entrepreneurship development and forge strategic partnerships to facilitate effective entrepreneurship education policies and programmes focusing on developing entrepreneurial competencies and skills. Provide interventions for an entrepreneurship development and support service infrastructure inclusive of but not limited to: developing a proactive and systematic approach in supporting entrepreneurship and defining clear performance indicators to monitor impact of entrepreneurship interventions, setting up effective coordination mechanism to plan, design and implement the entrepreneurship strategy and providing access to appropriate business development models and pilot high impact programmes / projects to create an enabling environment that stimulate innovative entrepreneurs. 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 representivity 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.ee. "REF NO: ED"

POST 20/218 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS "REF NO: DD IR"**

SALARY : R811 560 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF level 7) in International Relations / Economics/ Development Studies / Political Science / Administration as recognised by SAQA. 5 years' relevant experience in International Relations / Intergovernmental / International Market Access of which 3 years must be at Assistant Director / Supervisory level. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Change Management, Client orientation and customer focus, Problem solving and analysis, Research, Diplomacy, Stakeholder relations 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). Implement the Department of Small Business Development's international relations strategy and policy framework. Coordinate DSBD's bilateral and multilateral agreements negotiations aimed at supporting SMMEs and Co-operatives development and identify opportunities for SMMEs and Co-operatives in bilateral and multilateral fora and coordinate their implementation. Provide international market access support services to benefit SMMEs and Cooperatives both locally and internationally. Engage with international cooperating partners to: Identify areas of collaboration, oversee the implementation of MOUs and coordinate, and participate in outward missions. 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 representivity 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.ee. "REF NO: DD IR"

POST 20/219 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: ASD IR"(X3 POSTS)**

SALARY : R424 104 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree (NQF level 7) in International Relations/ Economics / Development Studies / Political Science / Public Administration as recognised by SAQA. 3-5 years' relevant experience in International Relations / Intergovernmental Relations/ International Market Access environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Change Management, Client orientation and customer focus, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.

DUTIES : Conduct Research to keep abreast with current economic and political developments inclusive of but not limited to: current developments that impact on bilateral relations and multilateral engagements aimed at supporting SMMEs and Co-operatives development, economic trends and developments in multilateral organisations. Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework inclusive of but not limited to: Providing international market access

support services to benefit SMMEs and Cooperatives and Providing support to the oversight of international cooperation partners MOUs. Monitor, evaluate international trends (socio-economic and political) and advise on their impact on the department international relations strategy. 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 representivity 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.ee. "REF NO: ASD IR"

POST 20/220 : **ASSISTANT DIRECTOR: BUSINESS INFRASTRUCTURE REF NO: ASDB INFRA"IR" (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Pretoria
: Bachelor's degree (NQF level 7) in Economics/ Commerce or Build Environment/ Property Development/ Town planning/ Business Development/ Commercial Property as recognised by SAQA. 3-5 years' relevant experience in Business Administration/ Infrastructure/ Development Finance /Project Management in built / Construction/ Property Development/ Town Planning/ Commercial Property environment. Training in MS Office packages and Project Management A valid driver's licence is required (only when shortlisted). Have competencies in: Communication (verbal and written), Programme and Project Management, Financial Management Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation.

DUTIES : Conduct research aimed at identifying and accessing existing business infrastructure, inclusive of but not limited to: conducting investigations on zoning and communicate findings to management to conduct proper viability studies, conducting investigations on current/old state-owned property and buildings for potential repurposing and for occupation by small businesses. this includes property owned by state-owned enterprises, administering the functions of SEIF programme including presenting projects to the SEIF Adjudication Committee etc). Support the review of policies and systems required for improving infrastructure access for all small businesses within the formal and informal sector and assist with coordination and consolidation of directorate's financial and non-financial status and/or project progress reports on support provided to small businesses related to access to infrastructure. Assist with the review and analysis of existing models and infrastructure support plans for small enterprises, inclusive of coordinating the development, implementation, and assessment of such plans. Support various mechanisms aimed at improving access to business infrastructure by small businesses, inclusive of but not limited to (shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment, and development). Conduct due diligence for new projects and interface with all stakeholders. Manage database in respect of: state-owned properties, lease agreements etc. 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 representivity 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.ee. "REF NO: ASDB INFRA IR"

POST 20/221 : **ASSISTANT DIRECTOR: SECTOR SPECIFIC SUPPORT (SECONDARY SECTOR) "REF NO ASD SSS SEC"(X3 POSTS)**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF level 7) in Public Administration/ Business Management/ Development Studies/ Economics as recognised by SAQA.3-5 years' experience at a Functional Specialist level in Economic Development sector/ Project Management/ Manufacturing/ Construction/ Utilities environment. Training in MS Office packages, Advanced Management Development Programme and Project Management. A valid driver's licence is required (only when shortlisted). Postgraduate qualification in Public Administration/ Business Administration/ Economics / Development Studies would be an added advantage. Have competencies in: Communication (verbal and written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations and Networking, Service Delivery Innovation and Basic Policy Development.

DUTIES : Conduct research aimed at: identifying best practices for the development of policies and strategies for sector development specific value chain (Secondary Sector) in respect of manufacturing, utilities, and construction etc and conducting comparative studies between the available tools, policies, strategies, and programmes on the development of the sector master plan and programmes to assist in selecting the best fit for the South African ecosystem. Draft policy and strategy implementation guidelines for sector development (Secondary - manufacturing, utilities, and construction etc). Analyse, review programme designs models, programmes, instruments, and guidelines for access to business infrastructure and coordinate the piloting of new and improved sector development programmes. Work closely with other units within the DSBD and other departments involved in the secondary sector liaising, consulting, and networking with appropriate and relevant stakeholders for developing joint programs for the advancement of the sector. Participate in all forums of the Department groups addressing SMME's challenges and identify stakeholders needs etc. 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 SSS SEC"

POST 20/222 : **OFFICER: ENTREPRENEURSHIP DEVELOPMENT "REF NO: O ENTREP D"**

SALARY : R359 157 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) Economics / Public Administration/ Development Studies / Business Management as recognised by S: AQA. 2-3 years' relevant work experience in Entrepreneurship or Enterprise Development environment. Training in Computer Literacy (MS Office Packages), Project Management / Office Administration. A valid driver's licence would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem Solving, Attention to detail, Standard Service delivery and innovation, Planning and organising skills and Project Management.

DUTIES : Conduct research on impacting factors in support of Entrepreneurship Development inclusive of but not limited to: desktop research, gathering information that will inform development of frameworks etc. Contribute to the development and review of policies, strategies and implementation framework that supports entrepreneurship development: develop SOPs, templates and database development and maintenance. Coordinate information requests from entrepreneurs regarding access to education, advocacy, innovation, and appropriate technologies. Design programs to support youth owned

businesses: implement and monitor youth support interventions, coordinate the submission of reports by implementation partners and keep records of submitted quarterly and annual reports. Provide general administrative support service to the entrepreneurship 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 recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O ENTREP D"

POST 20/223 : **OFFICER: ENTREPRENEURSHIP (DATA MANAGEMENT) "REF NO: O ENTREP DM"**

SALARY : R359 157 per annum
CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF 7) in Economics / Public Administration/ Development Studies / Business Management as recognised by SAQA. 2-3 years' relevant work experience in Entrepreneurship or Enterprise Development environment. Knowledge in statistical analysis and generating reports. Proficiency in statistics and statistical packages like excel for data set analysis. Training in Computer Literacy (MS Office Packages), Project Management / Office Administration. A valid Driver's licence would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem Solving, Attention to detail, Standard Service delivery and innovation, Planning and organising skills and Project Management.

DUTIES : Conduct research on impacting factors in support of Entrepreneurship Development inclusive of but not limited to: desktop research, gathering information that will inform development of frameworks etc. Coordinate information requests from entrepreneurs regarding access to education, advocacy, innovation, and appropriate technologies. Develop data management systems inclusive of but not limited to: analysing, interpreting, and displaying data using recommended approaches and tools, developing systems for internal and external data verification and quality assurance processes, restructuring data to create and advocate improvements and creating tools and data models to assist with generating of reports. 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: O ENTREP DM"

SOUTH AFRICAN POLICE SERVICE

- APPLICATIONS** : Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e.
- FOR ATTENTION** : PPO S Babana or PO Mudau
- CLOSING DATE** : 26 June 2023 at 14:00
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No.103 of 1994) as applicable to the post environment. The closing date for applications is 2023-06-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to the above post, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. NO E-Mailed Applications Will Be Accepted.

OTHER POST

- POST 20/224** : **PERSONAL ASSISTANT REF NO: SCM 9/2023**
Office the Divisional Commissioner: Supply Chain Management
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Cresswell Road Silverton, Pretoria
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post. Be fluent in at least two of the official languages, of which one must be English. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Be in possession of a Senior Certificate (Grade 12) / National Certificate (Vocational) on NQF level 4. A relevant Degree / Diploma in the field of the post will be an added advantage. Be a SA Citizen. Appropriate / relevant courses in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage. Be willing to work extended hours and work under pressure.
- DUTIES** : core functions Render secretarial and administrative support functions Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner: Supply Chain Management Manage the diary, receive and host visitors of the Divisional Commissioner: Supply Chain Management Provide support during meetings or workshops involving the Divisional Commissioner and take minutes during these meetings Arrange

ENQUIRIES

travelling and subsistence allowance for the Divisional Commissioner: Supply
Chain Management Maintain confidentiality at all times.
: PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217
/ 7179

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 26 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. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. 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.
- ERRATUM:** Head Office (Pretoria): Kindly note that the post of Director: Internal Communication with reference number: 190623/02 advertised in Public Service Vacancy Circular 19 dated 02 June 2023 has been withdrawn.

OTHER POSTS

POST 20/225

- : **SCIENTIST MANAGER GRADE A REF NO: 260623/01**
Branch: Provincial Coordination and International Cooperation
CD: Provincial Operations Gauteng
SD: Water Use Licensing: In Stream Use
(Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY
CENTRE
REQUIREMENTS

- : R990 747 per annum, (all-inclusive OSD salary package)
- : Gauteng Provincial Office (Pretoria)
- : An MSc degree in the following fields: Aquatic, Geohydrology, Hydrology, Natural, Water Resource Management and Environmental Management or related Sciences. Six (6) years post BSc Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid driver's license. Experience in and knowledge of water use authorization applications and processes, water resource protection measures and environmental impact management. Understanding and knowledge of the National Water Act, 1998 and related legislation. Sound knowledge of integrated water resource management and water resource protection. Knowledge water resources assessment / exploration, characterizations, instream water uses, wetland best management practices and rehabilitation plans, development, and use of information management products / tools. Sound scientific and evaluation skills of water use

authorization applications, EIAs, EMP and other scientific reports. The following competencies are essential: Scientific, managerial, co-ordination and organizational skills. Knowledge and experience in Project management is essential. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication 121 skills, and willingness to travel and work irregular hours. Interpersonal skills and ability to work in a multi-disciplinary team. Presentation skills.

DUTIES : Reviewing water use authorization applications relating to instream water use, geohydrological and hydrological reports and provide scientific recommendations aimed at protecting watercourses. Participate in development or amendment of regulations, policies, guidelines, and strategies relating to protection of watercourses and instream water uses; Attend and participate in wetland forum meetings, ensure the management of both hydrological and geohydrological services within the Department and with external stakeholders. Manage a multidisciplinary scientific team. Manage staff key performance areas and monitor and implement Performance Management Development System (PMDS). Provide scientific and technical support and guidance to subordinates and conduct capacity buildings for their personal development. Participate in financial management activities such as budget, demand management plan and expenditure.

ENQUIRIES : Ms. F Mamabolo Tel No: 012 392 1361
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 : Ms. Beaula Mekwa

POST 20/226 : **SCIENTIST MANAGER GRADE A REF NO: 260623/02**
 Branch: Provincial Coordination and International Cooperation
 CD: Provincial Operations Gauteng
 SD: Water Use Authorization (Geohydrology)
 (Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY : R990 747 per annum, (all-inclusive OSD salary package)
CENTRE : Gauteng Provincial Office (Pretoria)
REQUIREMENTS : An MSc degree in the following fields: Geohydrology/Hydrogeology or Groundwater. Six (6) years post BSc Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid driver's license. Experience and knowledge of water use authorization applications and processes, water resource protection measures and environmental impact management. Understanding and knowledge of the National Water Act, 1998 and related legislation. Sound knowledge of integrated water resource management and water resource protection. Knowledge water resources assessment / exploration, aquifer characterizations, acid mine drainage, instream water uses, wetland best management practices and rehabilitation plans, development and use of information management products / tools. Sound scientific and evaluation skills of water use authorization applications, EIAs, EMP and other scientific reports. The following competencies are essential: Scientific, managerial, co-ordination and organizational skills. Knowledge and experience in Project management is essential. Ability to manage human resources and finances. Strong leadership skills and the ability to promote transformation and service delivery excellence. Communication Skills, including written and verbal communication skills, and willingness to travel and work irregular hours. Interpersonal skills and ability to work in a multi-disciplinary team. Presentation skills.

DUTIES : Reviewing water use authorization applications relating to geohydrological and hydrological reports and provide scientific recommendations aimed at protecting watercourses. Participate in development or amendment of regulations, policies, guidelines, and strategies relating to protection of watercourses and instream water uses. Attend and participate in groundwater forum meetings, ensure the management of both hydrological and geohydrological services within the Department and with external stakeholders. Manage a multidisciplinary scientific team. Manage staff key performance areas and monitor and implement Performance Management Development System (PMDS). Provide scientific and technical support and

		guidance to subordinates and conduct capacity buildings for their personal development. Participate in financial management activities such as budget, demand management plan and expenditure.
<u>ENQUIRIES</u>	:	Ms. F Mamabolo Tel No: (012) 392 1361
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. Beaula Mekwa
<u>POST 20/227</u>	:	<u>SCIENTIST MANAGER GRADE A REF NO: 260623/03</u> Branch: Provincial Coordination and International Cooperation CD: Provincial Operations Gauteng: Hydrology (Re-advertisement applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R990 747 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Gauteng Provincial Office (Pretoria)
<u>REQUIREMENTS</u>	:	An MSc Degree in Natural Sciences. Six (6) years post BSc Natural Scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid driver's license. Good experience in modelling technologies. Proven ability to communicate scientific information in a brief and clearly expressed manner in writing and verbally including good technical report writing skills. Sound knowledge of the National Water Act and other related legislations. Computer literacy and ability to use Micro Office packages. The ability to integrate and interpret water quality data and draw scientifically sound conclusions based on fundamental data. A proven ability to manage a multidisciplinary group of scientists and other professionals. Good conceptual thinking skills are essential. Sound knowledge of project management, financial management and people management.
<u>DUTIES</u>	:	Coordinate and undertake integrated water resource studies (quality, quantity, ecology surface water) with focus on impact of land-based activities on water. Coordinate the development of integrated water resource modelling methodologies and analysis tools. Coordinate the reporting on the state of water for the country. Provide water resources expertise to all stakeholders including the water sector and any other interested parties. Liaise with other Government Departments, local authorities, the public and other clients on water issues. Mentor and develop personnel. Lead and manage projects. To support Water Use Authorization current regulated SOP. Support and supervise the provision of the Specialist comments on Water Use Licensing Applications. Assessment of strategic WULA when required. To support the assessors during Pre-Consultation meeting for Complex WULAs. To support WUAAAC and if required or appointed serve as WUAAAC members. To mentor young professionals.
<u>ENQUIRIES</u>	:	Ms. F Mamabolo Tel No: 012 392 1361
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. Beaula Mekwa
<u>POST 20/228</u>	:	<u>ENGINEER PRODUCTION GRADE A – C REF NO: 260623/04</u> Branch: Provincial Coordination and International Cooperation CD: Provincial Operations Free State DIR: Water Services Infrastructure Development and Refurbishment Programmes (Re-advertisement applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R795 147 - R1 197 978 per annum, (all-inclusive OSD salary), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An Engineering degree (B Eng./ BSc Eng.) or relevant qualification in Civil Engineering. Three (3) years post qualification engineering experience is required. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid driver's license. Experience in the field of water and sanitation project and programme management. Certificate in Project

Management will serve as an added advantage. Knowledge of project and contract management. Understanding of financial management, strategic framework for Water Services, National Water Act and Water Service Act. Knowledge of integrated water resource planning and management. Good communication skills both (verbal and written). Computer literacy, preferably in MS Word, Excel, PowerPoint, and computer aided engineering applications. Good planning and organizing skills. Knowledge of legal compliance and technical report writing skills.

DUTIES

: Implement and monitor water and sanitation related projects and implement integrated water resources management. Assist and provide technical support to the water sector in the implementation of projects. Ensure effective integrated water resources implementation in the Free State Provincial Office. Perform water resources management functions. Evaluate project designs, technical drawings on WSIG and RBIG projects and make recommendations for approval. Ensure implementation, development and evaluation of the readiness reports and feasibility studies by all water sectors. Liaise with WSAs and consultants regarding the development of the technical reports. Manage the approval of WSIG and RBIG projects. Evaluate and conduct technical reports and feasibility studies in the Free State Provincial Office. Compile performance evaluation reports for all water sectors in the Free State Provincial Office. Liaise with all water sectors on infrastructure development programmes. Assess and give technical input in the development of water and sanitation infrastructure projects and programmes. Provide advisory support to WSAs and give inputs on the development of operation and maintenance plans for water services schemes. Produce analytical reports that reflect water service sector technical reports. Update the monthly, quarterly, and annual progress reports as per the Provincial Operational Plan. Manage, supervise and train engineering technicians and graduate trainees. Manage the MTEF project budget and sectional. Manage projects for WSIG and RBIG intervention.

**ENQUIRIES
APPLICATIONS**

: Mr MJ Manyama Tel No: (051) 405 9000
: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to The Chief Director, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor.

FOR ATTENTION

: Ms L Wymers

POST 20/229

: **SCIENTIST PRODUCTION GRADE A - C REF NO: 260623/05 (X2 POSTS)**
Branch: Provincial Cooperation and International Coordination
CD: Provincial Operations Gauteng Proto CMA
SD: Water Use Authorization (Instream Water Use)
(Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY

: R687 879 – R1 035 084 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)

**CENTRE
REQUIREMENTS**

: Gauteng Provincial Office (Pretoria)
: Science Degree (BSc) (Hon) qualification in the following fields: Aquatic, Geohydrology, Hydrology, Natural, Water Resource Management and Environmental Management or related Sciences. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality instream water use. Implement principles of national water act in terms of protection, development, use, control, and management of water resources of the National Water Act, 1998 and related legislation. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide.

- Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.
- DUTIES** : Implement National Water Act with focus on classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the country; Review and recommend scientific projects; Give input on water use license applications for mining, industries, municipalities, urban development and agriculture activities as they relate to instream water use and impacts. Process water use license applications. Conduct site inspections and attend meetings for various water uses. Promote groundwater protection and management through the water use authorization process and implement DWA's role and function with respect to water resource protection and management. Provide assistance in drafting of specific instream water use license conditions. Interpretation an analysis of water resource data submitted and monitoring of both surface and ground water resources.
- ENQUIRIES APPLICATIONS** : Ms F Mamabolo Tel No: (012) 392 1361
: Gauteng Provincial Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.
- FOR ATTENTION** : Ms Angie Nyathi
- POST 20/230** : **SCIENTIST PRODUCTION GRADE A - C REF NO: 260623/06 (X2 POSTS)**
Branch: Provincial Cooperation and International Coordination
CD: Provincial Operations Gauteng
SD: Water Use Authorization (Geohydrology)
(Re-advertisement applicants who previously applied are encouraged to re-apply)
- SALARY** : R687 879 – R1 035 084 per annum, (all-inclusive OSD package), (Offer will be based on proven years of experience)
- CENTRE REQUIREMENTS** : Gauteng Provincial Office (Pretoria)
: A Science degree (BSc) (Hon) or qualification in the following fields: Geohydrology and Earth Sciences Specialized in Groundwater. Three (3) years post qualification experience. Compulsory registration with the SACNASP as a Professional Natural Scientist. The disclosure of a valid driver's license. Knowledge and experience in the following will serve as recommendations: Acquisition, auditing and provision of groundwater related data, geological borehole descriptions and logging, geophysics, monitoring network maintenance and extension, GIS, HYDSTRA, NGA/NGDB and applications in groundwater assessment and monitoring, technical report writing skills. Willingness to travel. Proven knowledge, understanding and use of specialized software applications in the field of groundwater. Good sound knowledge of geohydrological processes, groundwater assessments and integrated water resource management. Computer Skills. People management and Conflict Management. Report writing skills.
- DUTIES** : Implement National Water Act with focus on groundwater protection and management, groundwater protocol, groundwater strategies. Monitor and evaluate programmed performance and perform scientific functions that require interpretation in the absence of an established framework. Provide groundwater specialist input on water use license applications for mining, industries, municipalities, urban development, and agriculture activities. Conducting of site inspections and attend meetings for various water use license applications. Liaise with clients and other stakeholders to obtain outstanding information on groundwater reports submitted. Promote groundwater protection and management through the water use authorization process and implement DWS's role and function with respect to groundwater protection and management. Provide assistance in drafting of specific groundwater license conditions. Interpretation and analysis of ground water data submitted. Manage special geohydrological projects. To support Water Use Authorization current regulated SOP. Support and supervise the provision of the Specialist comments on Water Use Licensing Applications. Assessment of strategic WULA when required. To support the assessors during Pre-Consultation meeting for Complex WULA. To support WUAAAC and if required or appointed serve as WUAAAC members. To mentor young professionals.
- ENQUIRIES APPLICATIONS** : Ms F Mamabolo Tel No: (012) 392 1361
: Gauteng Provincial Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation,

- Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001.
- FOR ATTENTION** : Ms Angie Nyathi
- POST 20/231** : **ARTISAN FOREMAN GRADE A MECHANICAL REF NO: 260623/07**
 Branch: Infrastructure Management
 CD: Water Resources Infrastructure Operations and Maintenance: Operations Southern
 (Re-advertisement applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R344 811 per annum, (OSD)
 : Uitkeer
 : An appropriate Mechanical related Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid driver's license. Technical report writing. Communication and computer skills. The applicant must be able to read and interpret manufacturing drawings. Knowledge and experience regarding compliance to the Occupational Health and Safety Act in workshop and –site environment is essential.
- DUTIES** : Manage the mechanical workshop with about 10 people and ensure compliance to prescribed standards to ensure safe and serviceable infrastructure (pumps, valves, sluices, auxiliary drives, cranes, water vessels) on Eastern Cape Government Water Schemes through planned maintenance, scheduled- and unscheduled repairs and refurbishment projects. Manufacture items from own planning and from design drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Accept appointment as a Section 2(1), responsible person, for mechanical equipment. Evaluate and identify staff training needs and assist with training facilitation process. Manage and evaluate staff performance on an ongoing basis. Work requires traveling to remote areas and to overnight away from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.
- ENQUIRIES APPLICATIONS** : Mr SF Cannon at (060) 543 8319
 : Uitkeer: Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha (Port Elizabeth), 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.
- FOR ATTENTION NOTE** : Mr MN Jonkerman
 : Applicants may be subjected to skills testing as part of the recruitment process, to prove technical competence for the post.
- POST 20/232** : **ARTISAN PRODUCTION GRADE A-C MECHANICAL REF NO: 260623/08**
 Branch: Infrastructure Management
 CD: Water Resources Infrastructure Operations and Maintenance Operations Southern
 (Re-advertisement applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R220 533 – R368 070 per annum
 : Worcester (Berg/Olifants)
 : An appropriate Trade Test Certificate. Experience in general workshop practices and mechanical maintenance (pumps, valves, sluices, auxiliary drives, cranes and water vessels) would serve as an added advantage. The disclosure of a valid driver's license. Good verbal, writing and reading skills with no irrational fear related to water, heights, or confined spaces. The applicant must be able to read and interpret manufacturing drawings. Knowledge and experience regarding compliance to the Occupational Health and Safety Act.
- DUTIES** : Lead a team and work independently to ensure safe and serviceable infrastructure on Western Cape Government Schemes. Manufacture items from own planning and from design drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Accept appointment as a Section 2(7) OHS Act responsible person for mechanical equipment. Evaluate and identify staff training needs and assist with training facilitation process. Manage and evaluate staff performance on an ongoing basis. Work requires travelling to remote areas and to overnight away

from home on a regular basis. Standby and occasional overtime work, including weekends and public holidays, will be expected from time to time.

ENQUIRIES : Mr M Tom Tel No: (021) 941 6045
APPLICATIONS : Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Gqeberha (Port Elizabeth), 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr MN Jonkerman

POST 20/233 : **DRIVER/OPERATOR REF NO: 260623/09**
Branch: Infrastructure Management
CD: Water Resources Infrastructure Operations and Maintenance Operations Southern
(Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY : R171 537 per annum (Level 04)
CENTRE : Western Cape – Worcester (Breede/Gourits)
REQUIREMENTS : A Grade 10 certificate. Driver's license Code EC with valid PDP/ Operator License (The disclosure of a valid driver's license, PDP and Operator License). Minimum one (1) to three (3) years' driving experience. Knowledge in operating services. One (1) to two (2) years' experience / knowledge of general work conducted in the civil construction environment. knowledge of daily maintenance procedures for efficient machine/equipment performance. Communication skills and ability to work in a team. Must be punctual, productive, and loyal. Must be able to work around rivers, dams, and canals. Must be able to work away from the office for long periods and stay at camping sites for extended periods.

DUTIES : Responsible for conducting quality assurance of driver/operator systems. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible to ensure that vehicle is serviced on time. Transportation of personnel, equipment, and materials. Function in accordance with applicable legislative requirements. Routine maintenance of equipment. Routine inspection of visible defects around the exterior of the equipment and vehicles. Recording of daily trips, fuel and in daily logbooks. Ensure that the place is clean, where the equipment is kept avoiding fire hazards. Ensure the safekeeping of equipment and vehicles. Assist civil maintenance team with maintenance work on Government Water Schemes. Repair tools and structures such as buildings, fences and benches using hand and power tools. Site preparation which includes site demolition and clearing of structures and buildings. Excavation using spades and picks. Correctly assemble reinforcement and shuttering. Construct and maintain buildings by painting, hanging of doors and tiling. Remove all construction material from site once construction is completed. Clean site of all rubbish during and after a project.

ENQUIRIES : Mr. L Janse Van Rensburg Tel No: (023) 3485600
APPLICATIONS : Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

FOR ATTENTION : Mr MN Jonkerman

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 268 Lillian Ngoyi Street, Fedsure Forum Building, 1st Floor, Tramshed, Pretoria.
- FOR ATTENTION** : Lizzy Mabunda at 060 978 1558
- CLOSING DATE** : 26 June 2023 at 16:00
- NOTES** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not provide passport numbers. Candidates must respond “yes” or “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If “yes”, details thereof must be attached to the application. It is acceptable for an applicant to indicate “not applicable” or leave blank to the question “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy thereof only if shortlisted. Any foreign acquired qualification must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Following the interview and technical exercise for a SMS post, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments. The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. A pre-entry certificate (Nyukela) obtained from National School of Government (NSG) is required for applicant for all SMS posts when shortlisted; full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and will only collect, use, and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to

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

MANAGEMENT ECHELON

<u>POST 20/234</u>	:	<u>CHIEF DIRECTOR: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/024/2023</u> Chief Directorate: International Relations, Stakeholder Management and Capacity Building
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 371 558 per annum (Level 14), fully inclusive remuneration package Pretoria Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF level 7) in Social Sciences, Development Studies or equivalent qualifications relevant to the sectors. 10 years' operational experience of which 5 years were at a senior managerial level. Proven experience in activism in the gender, youth and disabilities sectors; government policies and programmes analysis and consolidation; governance matters related to gender, youth and persons with disabilities; international relations, outreach programmes, stakeholder management at executive and community levels; Intimate knowledge of: legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; International commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.
<u>DUTIES</u>	:	To manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities. Manage the provision of international relations promoting the Rights of Women, Youth and Persons with Disabilities; promote alignment of national laws, legislation and policies to global, regional and sub-regional instruments to advance global integration; coordinate reporting on South Africa's compliance with and performance in relation to national, international, regional and continental commitments; facilitate the establishment of mutually beneficial bilateral relations with strategic countries; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making. Manage and coordinate stakeholder participation in programmes promoting the Rights of Women, Youth and Persons with Disabilities; manage and coordinate inter-governmental relations to advance the Rights of Women, Youth and Persons with Disabilities; develop interactive platforms for Women, Youth and Persons with Disabilities to articulate their concerns, needs and challenges; engage other stakeholders on socio-economic transformation and implementation of Rights of Women, Youth and Persons with Disabilities; coordinate case management and establish referral and follow-up mechanisms; develop and maintain stakeholder databases; coordinate National Machineries for Women, Youth and Persons with Disabilities; provide technical support and advisory services to stakeholders across all spheres of Government on transformation and Rights of Women, Youth and Persons with Disabilities. Coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Manage human and financial resources of the Sub Programme; manage the Annual Performance Plan and Operational Plan for the Chief Directorate; manage risk mitigation and implementation of internal control systems.
<u>ENQUIRIES</u>	:	Mbhazima Shiviti at (072) 755 5249
<u>POST 20/235</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DWYPD/025/2023</u> Chief Directorate: Corporate Management (Applicant who previously applied are encouraged to apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13), fully inclusive remuneration package Pretoria Appropriate degree in Human Resource Management or relevant NQF 7 qualification. 10 years proven experience in the field of human resource management of which five were at middle/senior managerial level. Knowledge of governance and compliance framework relevant to human resource

management in the public service; HR strategic management and development; human resource management business processes; organisational design principles and methodologies; relevant DPSSA and National Treasury directives and guidelines; provisions related to employment equity planning; guidelines related to human resource policy and planning; provisions of the PFMA, Treasury Regulations, Public Service Act and Public Service Regulations. Skills: strategic capability and leadership; diversity management; transformation and change management; client orientation and customer focus; people management and empowerment; report writing; financial administration, continuous improvement; verbal and written communication; impact and influence; problem solving and analysis; networking and relationship building; service delivery innovation; programme and project management; computer literacy (MS Office); conflict management and information management.

DUTIES

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

ENQUIRIES

: Mbhazima Shiviti at (072) 755 5249

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.

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email applications@presidency.gov.za
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 26 June 2023 at 16:30
- NOTE** : Reference number is the post number. 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 license 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. Candidates will be subjected to a security clearance up to the level of "Top Secret".

OTHER POST

- POST 20/236** : **ASSISTANT DIRECTOR: INTERNAL AUDIT**
Directorate: Internal Audit
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree on NQF level 7 with majors in Auditing/Internal Auditing and Accounting. Completion of the General Internal Auditing (Including IAT learner ship – ((3 years)) learner ship from the IIA. Process competencies: communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Applying and using technology.
- DUTIES** : The successful candidate will participate in the development of strategic internal audit plans. Evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Collect

ENQUIRIES

information and compile reports to the accounting officer and audit committee.
Keep up to date with new developments in the internal audit environment.
Ms Lucia Mphahlele Tel No: (012) 300-5865

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM AND ENVIRONMENTAL
AFFAIRS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Quoting the reference number, applications must be forwarded to the Head of Department: Economic, Small Business Development, Tourism and Environmental Affairs, Private Bag X20801, Bloemfontein, 9300 or delivered by Hand at the Ground Floor Security Entrance, 113 St Andrews Building, St Andrew Street, Bloemfontein.
- FOR ATTENTION** : Ms M Parkies/ K Majafa
- CLOSING DATE** : 30 June 2023 at 16:00
- NOTE** : Directions to applicants: Applications must be submitted on a new Z.83 form (applications submitted on the old Z83 forms will not be considered), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za-vacancies and must be accompanied by a recently updated comprehensive CV only (separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation report (only when shortlisted). No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Please take note that communication will only be limited to short-listed candidates. The Department reserves the right not to appoint. Note: Only shortlisted candidates will be required to submit certified copies of their qualifications.

OTHER POST

- POST 20/237** : **DEPUTY DIRECTOR: INFRASTRUCTURE REF NO: DESTEA 05/06/23**
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive salary package). The total package includes 75 or 70% basic salary, a state contribution to the Government Employee Pension Fund, and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Bloemfontein
An undergraduate NQF level 7 qualification in Quantity Surveying, / Civil Engineering, or equivalent qualification. 3-5 years of experience in Infrastructure Development and Construction Management. Knowledge of PFMA, Public Service Regulations, BBBEE, Supply Chain Management Act, Government Immovable Asset Management Act (GIAMA), and Infrastructure Delivery Management System (IDMS). Computer literacy and a valid driver's license. Recommendations: Registration with either the Association of South African Quantity Surveyors (ASAQA), the South African Council of Quantity Surveyors Profession (SACQSP), or the Engineering Council of South Africa (ECSA), as applicable.
- DUTIES** : Conduct a needs assessment regarding the project or receive a request regarding the infrastructure development needs to be implemented by a specific Directorate/Resort/Reserve and Service Centers; conduct feasibility to identify the following: will the department be able to implement such a project, how much budget will be needed to implement the project, estimate completion date of the project, role players in the project. Develop the Infrastructure Development Project Plan which will indicate the Role players and their responsibilities, estimated costs, and time frames to be approved by the Accounting Officer. Conduct infrastructure inspections and assessments with the technical team which includes the Health and Safety Specialists. Take responsibility for general maintenance and construction management within

ENQUIRIES

the department. Provide inputs for the development of the Strategic Plan as well as the Annual Performance Plan. Manage the resource of the Sub-Directorate which include human, asset, and budget resources.
Dr. M. Nokwequ Tel No: (051) 400 4914/4923

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Dr. George Mukhari Academic Hospital: Kindly note that the following post was advertised in Public Service Vacancy Circular 19 dated 02 June 2023, Chief Admin Clerk (Laundry Services) post number 19/114, the post has been amended and the reference number is Refs/017356 and the post of Operational Manager Specialty PNB3 Oncology Nursing Science (re-advert) post number 19/107, the post has been amended and the reference number is refs/017353. The post of Social Worker refs/017354 the post has been amended and the number of posts are (X2 Posts). The closing date is on the 26 June 2023.

OTHER POSTS

- POST 20/238** : **CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: RE-ADCM-06**
Directorate: Office of the CEO
(Re-advertisement)
- SALARY** : R1 288 095 – R1 427 352 per annum, excluding commuted overtime
CENTRE : Wits Oral Health Centre
REQUIREMENTS : A appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 5 years' appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years' supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver's license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/Knowledge: Knowledge of ethical medical practice, good communication, presentation & reporting, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point).
- DUTIES** : Manage and supervise all clinical and allied oral health services. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medico-legal cases. The incumbent will be responsible to compile the institutional Annual Operational Plan and monitor the performance. Report and present institutional performance monthly/quarterly/annually. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist and support the implementation of Ideal Hospital Realisation and Maintenance Framework in the hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Lead and drive CPD and M&M Programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources in the clinics. Monitor commuted overtime and ensure adherence to RWOPS policy. Perform other duties as delegated by the manager.
- ENQUIRIES** : Dr M Thekiso Maphefo.thekiso@wits.ac.za
APPLICATIONS : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown or emailed to Pulankana.Monama@gauteng.gov.za. No faxed applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as current proof of HPCSA registration where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-

listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 26 June 2023

POST 20/239

: **MEDICAL SPECIALIST GRADE 1 - 3 REF NO: REFS/017415**
Directorate: Medical

SALARY
CENTRE
REQUIREMENTS

: R1 214 805 – R1 288 095.per annum, (all-inclusive package)
: Tara the H. Moross Centre, Sandton
: Appropriate qualification in psychiatry (FC Psych (SA). MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as an independent specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfill the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to mental health care users. Adequate interpersonal skills as well as professional and ethical conduct at all times. A valid driver's license.

DUTIES

: Provide a direct clinical service and manage a psychiatric inpatient or outpatient unit. The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health services and District/ Regional hospitals. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. This post is a joint appointment with the Department of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.

ENQUIRIES
APPLICATIONS

: Dr. R Price- Hughes Tel No: (011) 535 3001
: Applications must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to: Tara the H. Moross Centre Private Bag X7, Randburg, 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE

: Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE

: 26 June 2023

POST 20/240

: **REGISTRAR (MEDICAL) REF NO: SBAH 0036/2023**
Directorate: Nuclear Medicine

SALARY
CENTRE
REQUIREMENTS

: R906 540 per annum, plus benefits
: Steve Biko Academic Hospital
: MBChB or equivalent. A valid registration with the HPCSA as an independent Medical Practitioner.

DUTIES : Provision of a compressive clinical nuclear medicine service for patients at Steve Biko Academic Hospital, performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. To fulfil the administrative, academic and research requirements. Undertake all tasks as directed by the Head Clinical Department and the consultants at the Institution. Provide after hour care in accordance with the commuted overtime contract. Participates in the academic, interdepartmental and multidepartment activities conducting research toward MMed. Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of radiographers, medical physicists, radiochemist and nurses.

ENQUIRIES : Prof MM Sathekge Tel No: (012) 354 1794/2373
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 30 June 2023

POST 20/241 : **MEDICAL OFFICER REF NO: SBAH 0037/2023**
 Directorate: Emergency Medicine

SALARY : R906 540 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB. Advance life support training will be a recommendation (ATLS, ACLS or PALS), experience in Emergency Medicine and registration as a Medical Officer with the Health Professions Council of South Africa.

DUTIES : Service delivery in the Emergency Unit of SBAH. Managing P1 and P2 patients, also P3 patients in the triage section of the unit. Attendance of in service training and M&M meetings. Presenting cases during academic meetings. Training of medical students and nursing staff. Overtime duties are included and are a necessary part of the working hours in the Emergency Unit.

ENQUIRIES : Dr A Hoffeldt Tel No: (012) 354 5143
APPLICATIONS : must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 26 June 2023

POST 20/242 : **MEDICAL REGISTRAR REF NO: MED/REG/O/2023**
 Directorate: Ophthalmology

SALARY : R906 540 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualifications that allow registration with HPCSA as Medical Registrar. HPCSA registration as Medical Registrar. No experience required after registration with HPCSA as Medical Registrar. Minimum requirements are: successful completion of CMSA primary (Ophthalmology) exam and at least six months experience as a Medical Officer in Ophthalmology.

DUTIES : Provide effective patient care. Teaching of medical officer and undergraduate students. Participate in departmental academic activities. Administrative duties such as capturing data on RedCap. Commuted overtime is compulsory.

- ENQUIRIES** : Prof A. Makgotloe Aubrey.Makgotloe@wits.ac.za
Ms. P Rapetswa HRM Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be uploaded (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. 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 and Coloured Females, are encouraged to apply.
- CLOSING DATE** : 30 June/2023
- POST 20/243** : **MEDICAL OFFICER REF NO: MO/ENT/2023**
Directorate: ENT
- SALARY CENTRE REQUIREMENTS** : Grade 1: R906 540 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital
: Appropriate qualification that allows for registration with HPCSA as a Medical practitioner. Registration with the HPCSA as Medical practitioner and current registration with HPCSA for 2023/2024. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient in ear, nose and throat. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance at relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team managing patients. Performance of diagnostic and interventional procedures necessary for the diagnosis and management of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime and rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr. S Motakef Tel No: 011 488 6401
Ms. P Rapetswa Tel No: 011 488 3711
- APPLICATIONS** : Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted strictly on a (PDF Format only) to the following link: <http://professionaljobcenter.gpg.gov.za>. Only online application will be considered. Please use the reference as the subject.

- NOTE** : The new Z83 form 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/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** : 30 June 2023
- POST 20/244** : **OPERATIONAL MANAGER NURSING SPECIALTY REFS: OMNS/TRAUMA ICU/2023**
Directorate: Nursing Department (Trauma ICU and High Care)
- SALARY CENTRE REQUIREMENTS** : R627 474 per annum, (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade 12 or equivalent. Basic R425 qualification (diploma/ degree in nursing) that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification of the duration of 1 year, accredited with SANC in Trauma and Emergency nursing. Registration with the 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. At least 5 years of the period referred to above must be appropriate / recognizable experience in Trauma and Emergency after obtaining the 1year post-basic qualification in Trauma and Emergency. 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 relevant 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 do call on rotational basis.

ENQUIRIES

: Mr G.N.B Moeng Tel No: 011 488 3424
Ms. M Maseko. HRM Tel No: 011 488 4732

APPLICATIONS
NOTE

: must be submitted online only at <http://professionaljobcenter.gpg.gov.za>
: Please attach 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/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 and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

: 30 June 2023

POST 20/245

: **ASSISTANT MANAGER NURSING (PN-A7 (X1 POST)**
Directorate: Nursing (Infection Control)

SALARY
CENTRE
REQUIREMENTS

: R627 720 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e., Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council (SANC). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. At least three years of the period above must be experience as an Operational Manager /IPC Programme Coordinator within Infection and Prevention environment. A post basic qualification in Health Services Management, Diploma/certificate in Infection Prevention & Control. Driver's license will be an added advantage.
competencies/knowledge/skills: Computer literacy, Leadership, ward management/ward administration, planning, organizing, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Preparedness to work in stressful conditions as the need arises. Demonstrate effective communication at all levels of service delivery. Demonstrate an in-depth understanding legislation and ethical practices relating to public service, public health, nursing and other multidisciplinary health professions acts.

- DUTIES** : Implement Infection prevention and control operational plan. Monitor and evaluate multidisciplinary team compliance to clinical standards and Ideal Hospital Standards. Identify health care associated infections, investigate the type of infection and infecting organism, conduct surveillance in hospital infections and participate in outbreak investigation. Participate in the training and education of personnel. Provide expert consultative advice regarding the health of staff and other appropriate hospital programme in matters relating to transmission of infections. Compile and analyse reports to improve quality care. Compile hospital weekly and monthly reports. Liaise with district health structures and with other facilities where appropriate. Manage performance of the IPC team. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES APPLICATIONS** : Mr MB Mulaudzi Tel No: (011) 933 0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 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** : 27 June 2023
- POST 20/246** : **OPERATIONAL MANAGER NURSING SPECIALTY (CRITICAL CARE NURSING) (PN-B3) (X3 POSTS)**
Directorate: Nursing Services (Clinical Support FBU)
- SALARY CENTRE REQUIREMENTS** : R627 474 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council

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

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms, and standards. Implementation of Ideal Hospital Maintenance Framework Version 2.0. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)

ENQUIRIES

: Mr. N.B. Mulaudzi Tel No: (011) 933 0134

APPLICATIONS

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 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 : 27 June 2023

POST 20/247 : **OPERATIONAL MANAGER NURSING PNB3 SPECIALTY NEONATAL INTENSIVE CARE/ CHILD NURSING / ADVANCED MIDWIFERY/ CRITICAL CARE NURSING SCIENCE REF NO: PHOLO 2023/05/01 (X1 POST)**
Directorate: Nursing

SALARY : R627 474 – R 703 752 per annum, (plus benefits)
CENTRE : Pholosong Regional Hospital
REQUIREMENTS : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Neonatal Intensive care/ Child Nursing/ Advanced Midwifery/ Critical Care Nursing Science accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable Neonatal/ Paediatric experience after obtaining the 1-year post basic qualification in Neonatal Intensive Care/ Child nursing/ Advanced Midwifery & Neonatal Care/ Critical Care Nursing specialty. Nursing Management will be an added advantage. Knowledge and understanding of nursing processes and other legal/ Ethical framework. Skills: Leadership, Communication, decision making, problem solving and Computer skills.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Effectively manage the utilization and supervision of Human, Financial and material resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self- development. Ensure effective communication via Health Information system programs. Knowledge and implementation of DOH Policies, Standard Operating procedures and Protocols. Ensure that Nursing Norms and Standards are maintained and upheld. Accurate collation and consolidation of statistics to ensure evidence based nursing practice. Manage and resolve Patient safety incident and complaints timeously.

ENQUIRIES : Ms. M.G. Makgoba Tel No: (011) 812 5162
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 26 June 2023

POST 20/248 : **CHIEF DIETICIAN REF NO: SBAH 0037/2023**
Directorate: Dietetics

SALARY : R520 785 per annum, plus benefits

- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration as a Dietician with Independent Practitioner status. A minimum of three-five years' experience after the completion of community service. Knowledge requirements: knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of Clinical Dietetics theory, practices and ethics. Competency requirements: Communication skills, report writing skills, decision making skills, computer literacy (MS Word, MS Excel, PowerPoint), planning and organizational skills, networking and liaison skills, expert Dietetic clinical skills, research skills, analytical skills, presentation skills, human resource management skills and financials management skills. The ability to work under pressure and cope with a high-volume workload, that might sometimes require working more than the core hours (stand-by duty after hours/public holidays). The following will be added advantages: A minimum of two years' experience in a Tertiary Academic Hospital (post community service year) in the field of Surgery Dietetics. Academic Excellence.
- DUTIES** : Manage, plan, coordinate, implement and report on Dietetic service in allocated work section. Render an experienced and specialized Dietetic service in the department. Develop Standard Operation Procedure (SOPs) in line with the National and Provincial Strategies. Provide input in the development of national/provincial guidelines, protocols and policies. Become a committee member of any delegated committee within the hospital/provincial/national. Monitor the implementation of guidelines, protocols and SOPs. Contribute to the departmental planning, budgeting, monitoring and evaluation processes. Monitor the proper utilization of allocated financial, human and physical resources. Attend relevant meetings and assume relevant functions on behalf of the Dietetics Head of Department (H.O.D) or as delegated. Participate in planning and delivering CPD programs, within the hospital/provincially. Supervise and manage the performance of allocated staff, through the development of job descriptions and employee performance agreement and development plans (EPMDS). Participate in the supervision and training of Dietetic 4th year students. Implement and monitor Quality Assurance through carrying out audits, developing and implementing quality improvement plans, and collating and analyzing statistics. Contribute to the development of the Dietetics Department and the Dietetics profession by promoting and carrying out research and other projects in own work area. Coordinate and ensure that the therapeutic menu complies with quality standards (including all aspects of planning, analysis, production and portioning) in conjunction with the Food Service Manager. Adhere to and implement all relevant policies, procedures, standards and legislation.
- ENQUIRIES** : Ms I Heyneke Tel No: 012 354 1692
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 30 June 2023
- POST 20/249** : **CHIEF RADIOGRAPHER REF NO: CHIEF/RAD/2023**
Directorate: Diagnostic Radiography
- SALARY** : R520 785 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Qualifications that allows registration with the HPCSA in Diagnostic Radiography. Registration with the HPCSA in the Diagnostic Radiography. A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. The following will be added advantage: Additional post-graduate qualifications in line with the profession. Current and/or future research programs. Knowledge and experience in

DUTIES

managing an x-ray sub-section and at least one (1) year experience leading staff on a night duty group, knowledge and application of administrative duties. Provide quality radiography services to all patients referred. Ensure provision and management of a 24-Hour Service Delivery, where applicable. Coordinate, supervise and provide a high-quality Radiographic Training to subordinate staff and students. Knowledge, understanding and implementation of procurement processes and other disciplines within the institution. Stock control and management for service efficiency. Manage departmental workflow to ensure uninterrupted coverage and minimal waiting times. Liaise with internal and external departments/ stakeholders for service improvement. Ensure provision and provide services as per Health Professions Council of South Africa (HPCSA) Scope of Practice and Guidelines. Perform forensic imaging studies for medico-legal purposes within the scope of training. This will include basic conventional diagnostic examinations of the skeletal system, chest and abdomen and other relevant modalities as deemed necessary by the requesting health care practitioner. Ability and willingness to deal with crisis or disaster even outside of working hours. Management and performance of professional duties, respecting the basic human rights of patients and others, and always observing ethical responsibilities and health law. Knowledge, understanding and application of Picture Archiving and Communicating System. Conduct relevant and appropriate patient education before every procedure. Ensure the patient has consent for invasive procedures. Conduct reasonable patient receives correct and safe examinations. Render the imaging services with precaution to ensure maximal radiation safety and minimal exposure to patient safety incidents (PSI). Ensure assessment and maintenance of maximal patient satisfaction or experience of care. Adhere and ensure compliance with Radiation Control Directorate and HPCSA Legislation. Maintain a comprehensive database of all radiographic equipment in the department. Maintenance and management of equipment as per manufacturers and PFMA guidelines. Monitor and implement quality assurance measures for statutory and safety compliance to SAHPRA or SANS/SABS. Ensure or conduct all routine QA/QC tests as mandated or required for safety. Adhere to the Regulated Norms and Standards, Ideal Hospital/Clinic Realization Management for quality services. Performing quality control tests on imaging accessories and X-Ray equipment in collaboration with officials from the Radiation Control Directorate of the Department of Health and the technicians from the technical companies. Understanding and observing health and safety at work as well as welfare issues, including infection control policies and ionizing radiation regulations in order to protect oneself and others. Monitor and develop QIP for the management of the Patient Safety Incidents (PSI). Provide and supervise staff for achieving high quality standards of patient care, radiation safety and protection. Derive roster aligned to service needs or package of the institution. Allocation and management of leave to ensure service continuity. Delegation of responsibilities and duties to sub-Ordinate staff for empowerment. Monitoring and management of staff performance output. Conflict resolution while observing the relevant guiding Public Service policy acts, e.g., labour relations. Ability to learn and teach new and advanced procedures while also broadening managerial knowledge. Advice, review and develop guidelines and SOP's in line with relevant Acts, policies and legislatives. Facilitate training on implementation of the Guidelines, SOP's and Policy Acts. Ensure and monitor implementation and adherence to the policy guidelines and all legislative frameworks. Collaborate and benchmark with other departments and institutions for service delivery efficiency. Facilitate and manage procurement of equipment and consumables as required. Ensure availability of relevant equipment and consumables for service continuity. Participate in the GDOH and National Radiography equipment and consumables tender where necessary. Ensure skills audit is performed and appropriately applied. Ensure compliance of the PFMA and Supply Chain Management regulations, knowledge and implementations thereof. Ensure contract performance management in the department is performed. Compile and manage the asset register for all equipment and assets in the department. Ensure stakeholder relations management with internal and external suppliers. Delivery of appropriate and relevant education, training and mentoring to staff and students. Partake and facilitate staff and student development. Advise departmental management on the development of the training plan for further development. Continually assess the training needs of the staff and students

allocated in the department/unit. Partake in conducting Performance Management and Development System contracting and assessments for subordinate staff allocated. Participating in research studies where imaging is needed, in accordance with National and HPCSA research guidelines. Willingness to take additional responsibilities within the department to enhance service delivery.

- ENQUIRIES** : Ms S.P.Rapoho Tel No: (011) 488 3088
Ms. P Rapetswa HRM. Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following link: <http://professionaljobcenter.gpg.gov.za>. Only online applications 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. The Curriculum Vitae 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** : 30 June 2023
- POST 20/250** : **CLINICAL PROGRAM CO-ORDINATOR (PN-A5): INFECTION CONTROL**
Directorate: Nursing Services (Infection Control)
- SALARY CENTRE REQUIREMENTS** : R497 193 per annum, (plus benefits)
Chris Hani Baragwanath Academic Hospital (CHBAH)
Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council (SANC). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. A Diploma/certificate in Infection Prevention & Control. 6 -12-month experience in the infection control department and computer literacy will be added advantage. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- DUTIES** : Demonstrate an in-depth understanding legislation and ethical practices relating to public service, public health, nursing, and other multidisciplinary health professions acts. Ensure that the multidisciplinary team complies with clinical standards and Ideal Hospital Standards. Must be able to identify health

care associated infections, investigate the type of infection and infecting organism, conduct surveillance in hospital infections and participate in outbreak investigation. Be ready and available 24hrs in case of infectious outbreaks. Participate in the training and education of personnel. Provide expert consultative advice regarding the health of staff and other appropriate hospital programme in matters relating to transmission of infections. Compile and analyse reports to improve quality care. Supervise and support the multidisciplinary teams. Liaise with district health structures and with other facilities where appropriate. Preparedness to work in stressful conditions as the need arises. Demonstrate effective communication at all levels of service delivery.

**ENQUIRIES
APPLICATIONS**

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

: 27 June 2023

POST 20/251

: **OPERATIONAL MANAGER GENERAL REF NO: OM/UROLOGY/2023**
Directorate: Nursing Department (Urology Ward)

**SALARY
CENTRE
REQUIREMENTS**

: R497 193 per annum
: Charlotte Maxeke Johannesburg Academic Hospital
: Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC

DUTIES

in General Nursing. The following will be an added advantage: Nursing Administration qualification. Computer literacy.

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. 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. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleges including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory 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 colleges to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of required services through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Expected to implement national, provincial and institutional TB and HIV policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices. Have an in-depth knowledge of ordering, storing and control of equipment. Ensure that all staff under your care are trained on the use of different equipment in order to assist staff from the wards who might experience problems in operating such machines. Be accountable of all equipment under your care. Will be required to do hospital calls as required by the service.

ENQUIRIES

: Mr. GNB Moeng Tel No: (011) 488 3424
Ms. M Maseko HRM Tel No: (011) 488 4732

APPLICATIONS

: submitted online only at <http://professionaljobcentre.gpg.gov.za>

NOTE

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

CLOSING DATE

: 30 June 2023

<u>POST 20/252</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 GENERAL ORTHOPAEDIC WARD REF NO: PHOLO 2023/05/02 (X1 POST)</u> Directorate: Nursing- Orthopaedic Ward Re-advertisement, employees who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R497 193 – R559 686 per annum, (plus benefits)
<u>CENTRE</u>	:	Pholosong Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (Standard 10) A Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Registration with SANC as a Professional Nurse and a Midwife. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. A Qualification Nursing Administration/Management and Nursing Education will be an added advantage. Basic Computer skills/literacy will be an added advantage.
<u>DUTIES</u>	:	Supervisor and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards. Demonstrate an in depth understanding of nursing legislation and related legal 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 facilities. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho-Pele. Promote achievement of Ideal Hospital Realization Framework.
<u>ENQUIRIES</u>	:	Ms. M.G. Makgoba Tel No: (011) 812 5162
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 20/253</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 – 3 REF NO: PHOLO 2023/05/03 (X1 POST)</u> Directorate: X-Ray
<u>SALARY</u>	:	R444 741 – R506 016 per annum, (plus benefits) R520 785 – R595 221 per annum, (plus benefits) R612 642 – R658 482 per annum, (plus benefits)
<u>CENTRE</u>	:	Pholosong Regional Hospital

- REQUIREMENTS** : National Diploma/Bachelor Degree in Ultrasound Radiographer/ B-Tech Ultrasound Radiographer. Registration with Health Professions Council of South Africa (HPCSA) in Ultrasound Radiographer. Current registration with HPCSA for 2023/ 2024 as Ultrasound Radiographer. A minimum of 0 to 10 years as a Sonographer. Experiencing in performing Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations required. Ability to work independently as part of multi-disciplinary team. Be able to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment uses and trouble shooting. Sound reporting writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection on Control measures. Good communication skills, interpersonal relations and problem-solving skills.
- DUTIES** : Preparing the patients for the Ultrasound examinations at Pholosong Hospital. Selecting the appropriate equipment for the ultrasound examination. Performing Ultrasound examinations that yield important diagnostic information. Use Ultrasound machine to view interpret images with sound waves for the diagnostic and treatment of medical conditions. Co-ordinate and organise daily workload/ running of the department. Must have knowledge of department functions and equipment. Ensure that equipment is adequately maintained. Attend seminars/congresses to keep up to date with the new advance in technique and technology. Monitor stock in the stock room and examination rooms. Maintain adequately weekly, monthly annual patient statistics. Promote teamwork, co-operate work relationship amongst staff members and other health Care workers. Liaise with Physicians for more information or help in department.
- ENQUIRIES** : Ms. D. Vilakazi Tel No: (011) 812 5095
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 26 June 2023
- POST 20/254** : **PROFESSIONAL NURSE SPECIALTY – OPERATING THEATRE NURSING**
REF NO: PHOLO 2023/05/19 (X1 POST)
Directorate: Nursing- Theatre and CSSD
Re-advertisement employees who previously applied are encouraged to re-apply
- SALARY** : R431 265 – R497 193 per annum, (plus benefits)
- CENTRE** : Pholosong Regional Hospital
- REQUIREMENTS** : Basic Diploma/Degree that allows registration with South African Nursing Council (SANC as a professional nurse). One (1) year Post Basic qualification Operating Theatre Nursing Science registered with SANC. A minimum of four (4) years appropriate/recognizable nursing experience in nursing as a Professional Nurse with SANC in general nursing. Current year SANC registration (2023). Sound interpersonal and communication skills.
- DUTIES** : Provision of high quality, holistic and patient – centered Pre- Operative, Intra – Operative and Post – Operative nursing care. Prepare Theatre Medical Equipment and consumables according to booked Operations. Ability to laisse

with different units for Pre - Operative patient optimization including Pre – Operative visits as indicated and Post – Operative management and transfer. Adhere basic Principles of Infection Prevention and Control. Ensuring that nursing care provided is within the scope of practice of nurses and legal framework. Ability to carry out nursing administrative duties including shift leading and relieving and Ethical growth/development through training and research. Must be willing to work day and night shift.

**ENQUIRIES
APPLICATIONS**

: Ms. M.G. Makgoba Tel No: (011) 812 5162
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 26 June 2023

POST 20/255

: **LECTURER PNDI/II (QUALITY ASSURANCE CO-ORDINATOR) REF NO: REFS/017375**
Directorate: Quality Assurance

SALARY

: R431 265 – 4R97 193 per annum, (plus benefits) PND 1
R528 696 – R683 838 per annum, (plus benefits) PND 2

**CENTRE
REQUIREMENTS**

: Gauteng College of Nursing: SG Lourens Campus
: **PNDI:** A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post basic qualification in Nursing Education and registered with SANC. Current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1-year experience for candidates appointed from outside the Public Service after complying with registration requirements). 4 Years' experience in Nursing Education. A valid driver's licence and the ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. **PNDII:** A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and current registration. Experience in quality assurance coordination. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid driver's license and ability to drive a manual car. Computer skills in MS Word, MS Excel, MS PowerPoint. Good communication, supervisory, report writing and presenting skills. The ability to work in a team and under pressure.

DUTIES

: Co-ordinate the activities of the quality assurance management system. Organize and participate in quality assurance audits and peer review and make recommendations regarding quality improvement. Evaluate the

implementation of continuous quality assurance improvement programs with focus on academic and administrative standards. Develop and implement the program for management of suggestions, compliments, and complaints (clients satisfaction surveys, analysis of surveys) and develop reports for Management. Support the vision and mission of the campus to promote the image and standards of the campus.

ENQUIRIES : Ms JE Malobola Tel No (012) 319 5601
APPLICATIONS : Applications should be submitted strictly online at www.gautengonline.gov.za
NOTE : must be accompanied by a fully completed New Z83 form and a detailed Curriculum Vitae (CV). Only Shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivered, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za
 NB: Travelling and relocation costs will not be paid.

CLOSING DATE : 26 June 2023

POST 20/256 : **LECTURER PNDI / PNDII: GENERAL NURSING SERVICE REFS/017371 (X4 POSTS)**
 Directorate: Nursing Education and Training

SALARY : R431 265 – R497 193 per annum, (plus benefits) PND 1
 R528 696 – R683 838 per annum, (plus benefits) PND 2

CENTRE : Gauteng College of Nursing (GCON): SG Lourens Campus
REQUIREMENTS : **PNDI:** A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1-year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's license. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. **PNDII:** A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education as a Lecturer/Educator after obtaining the 1- year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's license. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team and under pressure.

DUTIES : Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the Campus by serving on committees, attending and participating in meetings and Campus activities. Promote the image of the Campus. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.

ENQUIRIES : Ms JE Malobola Tel No: (012) 319 5601
APPLICATIONS : Applications should be submitted strictly online at www.gautengonline.gov.za

NOTE : must be accompanied by a fully completed New Z83 form and a detailed Curriculum Vitae (CV). Only Shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivered, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

CLOSING DATE : 26 June 2023

POST 20/257 : **OCCUPATIONAL THERAPIST GRADE I, II, III REF NO: SBAH 0038/2023**
Directorate: Occupational Therapy

SALARY : Grade 1: R359 622 per annum, plus benefits
Grade 2: R420 015 per annum, plus benefits
Grade 3: R491 676 per annum, plus benefits

CENTRE REQUIREMENTS : Steve Biko Academic Hospital
Relevant Degree in Occupational Therapy, Registration with the Health Professional Council of South Africa as an independent practitioner. Candidates should have knowledge of general Occupational Therapy principles in Tertiary hospital setting including rehabilitation, assessment and analysis in all the field of Occupational Therapy. Good verbal and written skills. Ability to work in a multidisciplinary team. Ability to work under pressure in an acute and changing environment. Must be driven, patient centered individual with excellent planning, organizing, good inter-personal relations and presentation skills.

DUTIES : Render and manage Occupational Therapy services that comply with standards and norms of the profession. Implement individual and group programmes in keeping with a recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Rotate in clinical sub-sections in Occupational Therapy. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated occupational therapy students and medical students as required and contribute to research activities. Participate in research programmes. Exercise care with all consumables and equipment.

ENQUIRIES APPLICATIONS : Mr. T Ncwane Tel No: (012)354 1692
Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 30 June 2023

POST 20/258 : **PRODUCTION DIAGNOSTIC RADIOGRAPHER REF NO: PDR01/CMJAH/2023 (X3 POSTS)**
Directorate: Diagnostic Radiography

SALARY : R359 622 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate Qualifications that allows for the required registration with the HPCSA in Production Diagnostic Radiography. Registration with the HPCSA

DUTIES

in Production Diagnostic Radiography. No experience required after registration with the HPCSA in Production Diagnostic Radiography.

: Provide quality radiography services to all patients referred. Partake and ensure provision of a 24-hour service delivery, night duty, weekends and public holidays. Provide a high-quality Radiographic Training to students. Stock control and management for service efficiency. Adhere to the set allocation rosters. Liaise with internal and external departments for patient referrals. Provide services as per Health Professions Council of South Africa (HPCSA) Scope of Practice and Guidelines. Perform forensic imaging studies for medico-legal purposes within the scope of training. This will include basic conventional diagnostic examinations of the skeletal system, chest and abdomen and other relevant modalities as deemed necessary by the requesting health care practitioner. Ability and willingness to deal with crisis or disaster even outside of working hours. Performing professional duties, respecting the basic human rights of patients and others, and always observing ethical responsibilities and health law. Conduct routine QA/QC tests as mandated or required for safety. Ensure that equipment is regularly checked for malfunctions and reporting any faults immediately. Adhere and ensure compliance with SAHPRA/Radiation Control Directorate and HPCSA Legislation. Monitoring of patient waiting times. Adhere to the Regulated Norms and Standards, Ideal Hospital/ Clinic Realization Management for quality services. Performing quality control tests on imaging accessories and X-Ray equipment in collaboration with officials from the Radiation Control Directorate of the Department of Health and the technicians from the technical companies. Understanding and observing health and safety at work as well as welfare issues, including infection control policies and ionizing radiation regulations in order to protect oneself and others. Partake and facilitate sub-ordinate and student development. Advise departmental management on the development of the training plan. Continually assess the training and development needs of sub-ordinates and students allocated (where applicable). Partake in the Performance Management and Development System (PMDS) contracting and assessments for oneself and sub-ordinate staff. Participate and comply to the CPD programs for self-development. Participating in research studies where imaging is needed, in accordance with national and HPCSA research guidelines. Knowledge of the Supply Chain Management (SCM) and Public Finance Management Act (PFMA) prescripts. Perform stock control as mandated. Participate in the Multi-Disciplinary Teams (MDT) for clinical efficiency. Knowledge of supplier and service provider management. Conduct relevant and appropriate patient education before every procedure. Ensure the patient has consent for invasive procedures. Conduct reasonable patient assessment before and during procedures. Ensure correct patient receives correct and safe examinations. Rendering the imaging services with precaution to ensure maximal radiation safety and minimal exposure to patient safety incidents (PSI). Ensure assessment and maintenance and maintenance of maximal patient satisfaction or experience of care.

ENQUIRIES

: Ms S.P.Rapoho Tel No: (011) 488 3088
Ms. P Rapetswa. HRM Tel No: (011) 488 3711

APPLICATIONS

: Applications can be emailed to the following link <http://professionaljobcenter.gpg.gov.za> or hand delivered to Human Resources Department at Charlotte Maxeke Johannesburg Academic Hospital.

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 encouraged to apply.

- CLOSING DATE** : 30 June 2023
- POST 20/259** : **DIAGNOSTIC RADIOGRAPHER-GRADE 1-3 – REF NO: PHOLO 2023/05/04 (X2 POSTS)**
Directorate X-ray
- SALARY** : Grade 1: R359 626 – R408 201 per annum, (plus benefits)
Grade 2: R420 015 – R477 771 per annum, (plus benefits)
Grade 3: R491 676 – R595 251 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Pholosong Regional Hospital
Diploma/ B-RAD/B-TECH Diagnostic Radiography. Registration with the HPCSA certificate and current HPCSA is compulsory. Computer literacy essential-all the X-ray units are digital.
- DUTIES** : **Grade 1:** Diagnostic Radiography in a 24-hour department. To participate in a 24-hour roster. To produce x-ray images according to prescribed protocols, radiation control Measures and medico-legal requirements. Assist in the training of Community Service Radiographers and students. Assist in the quality assurance of images. Supervise and participate in the departmental quality assurance tests. Participate and facilitate in CPD as required by the HPCSA. Assist with quality control tests. **Grade 2:** Grade 1 Duties and Assist in training of Students, Community Service and Grade1 Radiographers. Quality assurance of images. Assist with quality control tests. **Grade3:** Grade1 and 2 duties and to assist the students and other qualified Radiographers with problem solving. Assist with quality control tests. Assist in managing of the department. High level of Responsibility.
- ENQUIRIES APPLICATIONS** : Ms. D. Vilakazi Tel No: (011) 812 5095
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 26 June 2023

<u>POST 20/260</u>	:	<u>PHYSIOTHERAPIST PRODUCTION LEVEL</u> Directorate: Physiotherapy
<u>SALARY</u>	:	Grade 1: R359 622 per annum, (plus benefits) Grade 2: R420 015 per annum, (plus benefits) Grade 3: R491 676 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Kalafong Provincial Tertiary Hospital Grade 12 and BSC in Physiotherapy or appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Grade 1 requires no experience; Grade 2 requires ten (10) years minimum experience and Grade 3 requires twenty (20) years minimum experience after registering with HPCSA as a Physiotherapist. Sound interpersonal and communication skills. Ability to work in a multidisciplinary environment. Ability to work under pressure.
<u>DUTIES</u>	:	Assessment and treatment of in-patient and out-patient and external stakeholders in adherence to scope of practice. Assist in the department administrative activities, quality assurance and evidence based programs. Contribute positively towards the development and growth of the physiotherapy department. Perform clinical supervision of physiotherapy students. Participate in professional departments programs. The candidate should be willing to rotate and be involved in various areas related to physiotherapy and perform overtime duties over the weekends.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. A Sewanywa Tel No: (012) 318-6503 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 .
<u>NOTE</u>	:	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 and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 20/261</u>	:	<u>SOCIAL WORKER HAST (HTS MENTOR) (X1 POST)</u> Directorate: Nursing Services (HAST)
<u>SALARY</u>	:	R294 411 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH) Grade 12 and bachelor's degree of Arts in Social Work, Registration with a South African Council for Social Service professions as a Social Worker. Three (03) years' experience as a social worker, trained in TB/HIV /PMTCT programme. and experience in supervising Rapid Test Continuous Quality Improvement Initiative (RTCQII), IQC and Proficiency test will be added advantage. Competencies/Knowledge/Skills: Knowledge of related framework and ethical practices, PFMA and Public Service ACT and regulations. Good verbal and written communication, interpersonal, financial, and Human Resources Management Computer literacy – intermediate level in MS Office

DUTIES

programmes. Ability to work independently and in a multidisciplinary context. Analytic thinking, Problem Solving and independent decision-making.

: Conducting psychosocial Assessments of TB/HIV/PMTCT patients, clinical and non-clinical health care workers. Providing psycho-social support, including supportive debriefing and counselling to patients, care givers, and HTS Testers (clinical and non-clinical). Strengthen re-engagement and linkage of TB/HIV patients back to care Mentor and supervise the Social Auxiliary Workers, Testers and Counsellors and other teams based at the hospital on their daily activities. Conduct training needs analysis of the Social Auxiliary Workers, other teams based at the hospital. Provide allocation of duties and report compilation of the Testers/Counsellors Social Auxiliary Workers, including other teams involved in HAST Programme Maintains relations with Operational Managers of the TB Centre, Adult Infectious disease, Paediatrics Infectious Disease, PMTCT and other stakeholders for HAST Programme. Monitor Linkage of all clients tested for TB/HIV patients to prevention care and treatment. Collaborate with sub-district, district, and other district support partner, social workers to reinforce retention of TB-HIV patients to care. Establish and strengthen inter-departmental patient referral system. outline all referral pathways for psychosocial support activities. Provide reports to all relevant supporting departments. Collaborate with direct service delivery teams to provide appropriate interventions aimed at retaining TB/HIV patients to care Support the formation and facilitation of support groups in the Infectious Disease, to improve treatment adherence. Record and maintain accurate and detailed client information and interventions, as well as keep statistics, for timeous submission as required. Organize and conduct in-service training for employees and other stakeholders. Oversee implementation of Rapid Test Continuous Quality Improvement Initiative (RTCQII) Conduct National Certification Assessment for all Testers. Monitor implementation of HTS, Index, HIVSS including Psychosocial counselling of complex cases. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

ENQUIRIES
APPLICATIONS

: Mr MB Mulaudzi Tel No: (011) 933 0134

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 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** : 27 June 2023
- POST 20/262** : **ADMINISTRATION OFFICER: MEDICAL RECORDS MANAGEMENT REF NO: PHOLO 2023/05/05 (X1 POST)**
 Directorate Patient Affairs
 Re-advertisement employees who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum, (plus benefits)
 : Pholosong Regional Hospital
 : Grade 12 with 5 years' experience in documents and Record Management or Grade 12 with National Diploma/Degree in relevant administration qualification with 3 years' experience in Records/Archives Management. Skills: Excellent verbal and written communication skills. Good interpersonal relation skills and ability to work under pressure and meet deadlines. Be computer literate, have communication, organizational/administrative skills. Knowledge of Promotion of Administrative Justice Act, Promotion of Access to Information Act, Popia Act and all applicable governmental prescripts and legislations. Ability to maintain good record keeping (electronic and manual).
- DUTIES** : Ensure efficient and effective booking system throughout the clinical business. Assist with administration and implementation of PAIA in the department. Manage both PAIA Office and Medical Records staff. Monitor all PAIA request and adhere to PAIA SOP. Facilitate awareness sessions for PAIA/PAJA/POPIA/MISS and National Archives Act in the hospital. Supervise staff and monitor their performance. Develop a monthly section 32 report. Manage and maintain confidentiality of documents efficiently and effectively. File documents in a way, which is orderly and enables easy access to information. Supervise the processing and process for archiving and Disposal of medical records. Compile monthly statistics and any other administrative duties as delegated from time to time by authorized personnel. Responsible for supervision of staff including training, performance management and development, leave management, staff attendance, employee wellness and application of disciplinary procedures.
- ENQUIRIES APPLICATIONS** : Mr. J.M. Segabutla Tel No: (011) 812 5170
 : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 26 June 2023

<u>POST 20/263</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: PHOLO 2023/05/06 (X1 POST)</u> Directorate Human Resources
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Pholongsong Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 with 5 years' experience in HR as a Generalist. Or Grade 12 with National Diploma/Degree in Human resources management with 3 years' experience in HR. Successful completion of PERSAL certificate. Extensive knowledge of PERSAL and HR prescripts. Computer literacy. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership, Planning, organising, Problem solving, communication, interpersonal and financial management. Ability to work under pressure.
<u>DUTIES</u>	:	Manage and render effective human resource unit at the hospital setting. Supervise and undertake more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary period's payroll etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service. Check and Approve transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries that needs level of the Supervisor. Supervise human resources staff. Allocate and ensure quality of work.
<u>ENQUIRIES</u>	:	Ms M.J. Mokoena Tel No: (011) 812 5179
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Pholongsong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholongsong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 20/264</u>	:	<u>ADMINISTRATIVE OFFICER (HAST MONITORING AND EVALUATION)</u> <u>REF NO: CHBAH 653 (X1 POST)</u> Directorate: Nursing Services (HAST)
<u>SALARY</u>	:	R294 321 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Grade 12 (NQF level 04) with at least 03-05 years' experience in Public Service. Certificate in Health Information System Data Tool or at least 2 years' experience in Health Information District Health Information System. Be computer literate and be able to work on MS office for analysis and reporting. Certificate in Data Quality or experience in monitoring and evaluation of HAST Programme Competencies/Knowledge/Skills: Knowledge of Health information and Data management, SAP and Tier.net is mandatory. Ability to function in a team environment. Good communication skills both verbal and written including interpersonal skills. Sound organizational and report writing skills. Ability to handle confidential information. Validation, verification, and analysis of data including compiled reports. High degree of accuracy in handling and managing statistical data good judgement capabilities Ability to provide

DUTIES

: coaching and mentoring to Data Capturers and health information clerks
Coordination of trainings of Data capturers and information clerks.
: Support and maintenance of all data bases in the HAST department which includes Tier.net, ETR, DRweb, DHIS and SAP. To ensure that data processes at all levels are adhered according to the DMHIS policy Facilitate/coordinate, development, implementation, integration, and quality improvement of information systems to monitor all data and Programme related policies. Produce and generate reports as requested. Prepare Data Quality reports monthly, quarterly, and annually and make these available to line managers, Programme managers and other relevant management levels. Keeps submission logs for monitoring adherence to reporting requirements and identification of bottlenecks for remedial actions. Ensure HAST data is ready for performance information audits. Analyse DHIS data and compare with Tier.net and source documents, to identify variances and effect remedial data clean-up. Give feedback to line and Programme managers. Train Data Captures and other HAST team members on reportable data indicators and data elements. Conduct support visits to HAST units to monitor and support data activities. Participate in all HAST meetings. Ensure that Data Capturers and Health Information Clerks in HAST have the tools, access, and training necessary to perform their duties optimally Compile reports and verify data, validating the accuracy of reports generated from Tier.net prior to submission to management on weekly, monthly, quarterly, and annual basis. Provide facility level M&E reports to the program on technical focus area Systems functioning optimally at sites / no controllable barriers preventing system use and functioning. Decision making and Problem-solving of all data related matters. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

**ENQUIRIES
APPLICATIONS**

: Mr MB Mulaudzi Tel No: (011) 933 0134
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 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 : 27 June 2023

POST 20/265 : **CHIEF SECURITY OFFICER REF NO: CHBAH 654 (X1 POST)**

Directorate: Security

Re-advert, those who previously applied must re-apply.

SALARY : R294 321 per annum (Level 07), (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Grade 12. A valid PSIRA Grade B registration certificate. Driver's licence, three (3) year supervisory experience. A three-year Diploma in Security Management/Security Risk Management will be an added advantage. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), Ideal Hospital Framework. Report writing. Interpersonal skills. Computer skills, Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, fixed, after hours, weekends and public holidays. Should not have a criminal record. Experienced in the security environment.

DUTIES : To lead a team of security personnel. Conduct security posting and parades. Conduct security threats and risk assessments in his/her area of responsibility. Reporting of security breaches internally and to the South African Police Service. Ensure the safety of State property, employees, visitors and patients in the facility on a 24 hour bases. Conduct site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of staff members and medicine to various institutions. Searching of missing patients in various locations and provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Manage the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Enforcement of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the duty roster. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr L.J. Mnisi Tel No: (011) 933-9549

APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 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** : 27 June 2023
- POST 20/266** : **HUMAN RESOURCES DEVELOPMENT OFFICER REF NO: REFS/017414 (X1 POST)**
Directorate: Nursing Education and Training
- SALARY** : R294 321 - R343 815 per annum (Level 07), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Campus
- REQUIREMENTS** : Degree/Diploma in Human Resource Development/Management with 3 or more years relevant experience in Training and Development environment or Grade 12 with 5 or more years' relevant experience in Training and Development environment. Knowledge of the Public Service Act and Regulations, Skills Act, Skills Development Act, South African Qualification Authority (SAQA), National qualifications Framework (NQF), National Sustainable Development Strategies (NSDS), Performance Management Development System (PMDS) and Labour Relation Act. Presentation and Facilitation skills. Must be able to work independently. Report Writing skills and communication skills (written and verbal). Computer literate. Valid driver's license.
- DUTIES** : Ensure training and development compliance is adhered to as well as the incorporation of all relevant prescripts. Develop and implement workplace skills plan in line with Skills Development Act. Ensure that incorporation in terms of the Sector skills plans into the organizational skills plans are properly executed. Identify training needs and formulate training programs for the organization. Compile training databases. Facilitate needs directed courses/seminars/workshop. Conduct induction and orientation programs. implementation of PMDS. Advise management and staff on PMDS issues. Capturing of PMDS on PERSAL system. Facilitate performance evaluation and induction of new employees. Monitor Performance Management and Development Systems in line with PMDS Policy. Facilitate Implementation of Employment Equity. Assist with other Human Resource Administration duties. Compile monthly, quarterly, and yearly reports. Co-ordinate bursaries. Facilitate and Co-ordinate Learner-ships/In-Service training and internship Programs. Management of computer laboratory.
- ENQUIRIES** : Ms. P Ndaba Tel No: (011) 983 3006
- APPLICATIONS** : All application must be submitted online only. Applications should be submitted on <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : Applicants must submit a fully completed most recent Z83 (81/971431) and a comprehensive Curriculum Vitae (CV) only. Most recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates will be contacted will be contacted to

submit certified copies after the assessment of the submitted job application prior to the job interview to alleviate administration burden and cost for applicants. Certification stamp must not be over six months on the day of submitting. Applicants must provide updated/contactable telephone numbers and email address of referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

- CLOSING DATE** : 26 June 2023
- POST 20/267** : **HUMAN RESOURCE OFFICER**
Directorate: Human Resource Management
- SALARY** : R294 321 per annum (Level 07), (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 and a three (3) years' National Diploma in Human Resource Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' experience in Human Resource Administration. Valid PERSAL certificates and driver's license. The successful candidate must be willing to rotate to all Human Resource Management Units. Skills and Competencies: Good communication. Knowledge and techniques for planning and execution of projects. Problem solving and analysis. Accountability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Knowledge of HRD legislation and policies, knowledge and understanding the concepts of HRD and PMDS. Report writing and data analysis skills. Ability to adapt to change. Ability to interpret Policies and Legislations. Client and customer orientated. Ethical conduct. Ability to analyse information, identify and solve problems, reason logically. Ability to work under pressure. Good interpersonal skills. Facilitation and coordination skills.
- DUTIES** : Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension Fund (GEPF). Identify, draw and keep annual list of all employees due for retirement. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. Housing, Acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve transactions

		on PERSAL and supervision of staff. Execute any other duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Ms. S.D Modise Tel No: (012) 318-6688
<u>APPLICATIONS</u>	:	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 .
<u>NOTE</u>	:	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 and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Note: The successful candidate will be required to sign a performance agreement within three (3) months.
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 20/268</u>	:	<u>PROFESSIONAL NURSE GENERAL: TRANSPLANT UNIT REF NO: PROF/TRANS/2023</u> Directorate: Nursing Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R293 670 per annum, (plus benefits) Charlotte Maxeke Johannesburg Academic Hospital Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as Professional Nurse. The following will be added advantage: A minimum of two (2) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Computer literacy, Communication, Presenting and sound interpersonal skills.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Demonstrate an 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 as determined by the institution. Promote quality of nursing care. Responsible for staff, patients and community education regarding organ donation and transplantation. Expected to do public awareness and donor identification. Supervise and ensure the provision of an effective transplant services through adequate nursing care, utilization of human, material and physical resources. Be prepared to assist with procurement of resources needed in transplant unit. Work as part of the multidisciplinary team to ensure objectives of the unit are met. Submit reports and statistics. Implement and promote Quality Assurance, Infection Prevention and Control and Occupational Health and Safety principles. Maintain professional, ethical standards and self-development, promoting the image of the nursing profession and the hospital.
<u>ENQUIRIES</u>	:	Mr G.N.B Moeng Tel No: (011) 488 3424 Ms. M Maseko HRM Tel No: (011) 488 4732
<u>APPLICATIONS</u>	:	to be submitted online only at http://professionaljobcentre.gpg.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. Attached 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/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 and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

: 30 June 2023

POST 20/269

: **MATERIAL RECORDING CLERK**
Directorate: Supply Chain Management Unit

SALARY
CENTRE
REQUIREMENTS

: R202 233 per annum (Leve 05), (plus benefits)
: Kalafong Provincial Tertiary Hospital
: Grade 12 with five (5) years' experience in supply chain management / environment or Diploma in Logistic management / Logistics management or equivalent with a minimum of twelve (12) months experience in supply Chain management environment. Degree qualification in logistic or relevant qualification will be an added advantage. Valid driver's license will be an added advantage, knowledge of public sector supply chain legislation including but not limited to PFMA, Treasury regulations, SCM National Treasury Instruction notes, Code of conduct for SCM practitioners, PPPFA, PPR, BBBEE, Tender Act. Labour Relation Act, Public Service Act and Public service regulation, Code of Conduct for Public Servants. Occupational safety Act (OHSA) Basic Conditions of Employment Act Fraud. Prevention and Combating of Corrupt Activities Act. Skills and Expertise: Ability to interpret and implement acts / legislations, work under strenuous environment, work individually and as a team, Work under immense pressure, Analyse high volume complex data, Use computer and respective software's, conform with ethical conducts, achieve targets within short period of time, hastily understand and manage various behaviour, to manage high number of personnel. Planning and organising. Creative and innovative, Verbal and written communication, Report writing, Problem Solving, Interpersonal, Conflict management, Ability to integrate supply chain management with clinical / nursing environment. System and other knowledge: SAP, SRM, Work cycle, Standard Charts of Accounts, BAS,

Inventory management System, just in time ordering, Economic order quantity, Perpetual and Periodic Inventory Management, FIFO, LIFO, Contract Management, Supervision, Performance Management System. Understanding of patient care / rights.

DUTIES

: Inventory management entailing, issuing physical and theoretical stock in line with FIFO.LIFO, FEFO methods, updating of stock movement VA10, VA among other recording documents, ordering of stock in line with minimum and maximum, packing stock, receiving of stock in line with purchase order document, physical stock verification and reconciliation of stock movement. Transiting management entailing at least, verification of goods received in line with purchase order document, completion of RLS02 by end-users, timeous stock movement. Good receipt notes capturing entailing: capturing of GRN, verification of RLS02 batch, Reconciliation of key accounts purchase order balances, attendance to work cycle. Acquisition management entailing; Administration of quotations, Administration of purchase orders, Liaising with internal and external stakeholders, Record management. Asset management entailing but not limited to, physical asset verification, disposal of assets, reconciliation of assets movement, safeguarding of condemned assets, barcoding of newly procured assets, updating the movement of assets on both the assets register and inventory form. Safeguarding of condemned assets, barcoding of newly procured assets. updating the movement of assets on both the asset register and inventory form. Other administrative work.

ENQUIRIES

: Mr. M.P Magooa Tel No: (012) 318-6750

APPLICATIONS

: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

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 and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE

: 26 June 2023

POST 20/270

: **CLIENTS INFORMATION CLERK (HAST DATA CAPTURERS) REF NO: CHBAH 652 (X2 POSTS)**
Directorate: Nursing Services (HAST)

SALARY

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

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 12 (Matric) or equivalent. Computer literacy certificate in MS Office package.

DUTIES

: To ensure accurate patients' registration. Capture patient's information/ data from source documents into all database platforms, e.g., Tier.net and other DoH database applications. Accurate data collection, collation, consolidation, and verification in order to ensure data quality. Effective and accurate record keeping of patient's files in line with guidelines. Compile weekly, monthly, and annual reports and submit to supervisor. Carry out data quality assessment

and audits with close guidance from M&E officer Conduct monthly data validations using prescribed tools on collected data from DHIS, Tier.net and TB modules/ETR Update tracing outcomes from linkage officer, tracing nurses and CLO on the defaulter-tracing tool. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr MB Mulaudzi Tel No: (011) 933 0134
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 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 : 27 June 2023

POST 20/271 : **DATA CAPTURER (X2 POSTS)**
Directorate: Human Resource Management

SALARY : R171 537 per annum (Level 04), (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 and computer certificate as recognized by SAQA. A minimum of twelve (12) month's experience as a data capture. Skills and Competencies: Good communication. Knowledge and techniques for planning and execution of projects. Problem solving and analysis. Accountability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Knowledge of Report writing and data analysis skills. Ability to adapt to change. Ethical conduct. Ability to analyse information, identify and solve problems, reason logically. Ability to work under pressure. Good interpersonal skills.

- DUTIES** : Responsible for response handling in recruitment and selection which include includes the following: Typing of adverts, sorting and capturing of applications. Capture data from available records into the required formats e.g. databases, and spread sheet. Consistently check work for accuracy and completeness. Compare the entered information with the source (register books) to ensure that all applications are captured and stamped. Responsible for storing and filing completed information and maintaining records of work tasks and completed documents. Performs many different administrative tasks such as word processing, filling out paperwork, and maintaining records and files. Telephone queries.
- ENQUIRIES APPLICATIONS** : Ms. D.M Phasha Tel No: (012) 318-6496
: be available for selection interviews on the date, time and place determined by the Department. 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** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected, to Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Note: The successful candidate will be required to sign a performance agreement within three (3) months.
- CLOSING DATE** : 26 June 2023
- POST 20/272** : **PORTER REF NO: CHBAH 655 (X1 POST)**
Directorate: Palliative Care
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum (Level 02), (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Adult education and training (AET/ABET) Level 3 or equivalent (Grade 7).
: Skills/Knowledge/Competence: Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Applicants should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : Loading and offloading patients from private cars, and ambulances when the need arises, accompany walking and non-walking patients to different clinical areas around the hospital. Making sure that used PPE and waste are segregated properly. Collecting of unused equipment around the unit and reporting of lost, damaged, or dysfunctional equipment's. Must be prepared to rotate and operate as a reliever in all sections when requested by supervisor. Cleaning of equipment's always, preparing them for re-use and covering stretchers with clean linen. Wearing name tags for identification is compulsory. Adhere to instructions given by Supervisor to relieve in the unit in case of shortage.
- ENQUIRIES APPLICATIONS** : Ms M Digwamaje Tel No: (011) 933 0261
: 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

: 27 June 2023

POST 20/273

: **MEDICAL OFFICER SESSIONAL EAR NOSE THROAT REF 2023/05/07 (X5 POSTS)**
Directorate: Medical

SALARY

: Grade 1: R436.00 p/h
Grade 2: R498.00 p/h
Grade 3: R576 .00 p/h

CENTRE REQUIREMENTS

: Pholosong Regional Hospital
: Grade 12 plus MBCHB degree registered with HPCSA as a Medical Officer independent practice. With annual registration to practice and registration as a Medical Officer independent practitioner.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings and completing Medico legal documents timeously (e.g. Death certificate). Improving quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standard). Participating in all activities of the discipline in relations to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the patients. Ensure that administration and record keeping is done in the department.

ENQUIRIES APPLICATIONS

: Dr. H. Mlahleki or Dr. N. Jwara Tel No: (011) 812 5163
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067

		Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 20/274</u>	:	<u>MEDICAL OFFICERS SESSIONAL OBSTETRICS&GYNAECOLOGY REF 2023/05/08 (X5 POSTS)</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R436.00 p/h Grade 2: R498.00 p/h Grade 3: R576.00 p/h
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital Grade 12 plus MBCHB degree registered with HPCSA as a Medical Officer independent practice. With annual registration to practice and registration as a Medical Officer independent practitioner.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings and completing Medico legal documents timeously (e.g. Death certificate). Improving quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standard). Participating in all activities of the discipline in relations to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the patients. Ensure that administration and record keeping is done in the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. N. Jwara Tel No: (011) 812 5163 Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	26 June 2023

<u>POST 20/275</u>	:	<u>MEDICAL OFFICERS SESSIONAL INTERNAL MEDICINE REF NO: 2023/05/09 (X5 POSTS)</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R436.00 p/h Grade 2: R498.00 p/h Grade 3: R576.00 p/h
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital Grade 12 plus MBCHB degree registered with HPCSA as a Medical Officer independent practice. With annual registration to practice and registration as a Medical Officer independent practitioner.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings and completing Medico legal documents timeously (e.g. Death certificate). Improving quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standard). Participating in all activities of the discipline in relations to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the patients. Ensure that administration and record keeping is done in the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. H. Mlahleki Tel No: (011) 812 5163 Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents . (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	26 June 2023
<u>POST 20/276</u>	:	<u>MEDICAL OFFICERS SESSIONAL PAEDIATRICS REF NO: 2023/05/10 (X5 POSTS)</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R436.00 p/h Grade 2: R498.00 p/h Grade 3: R576.00 p/h
<u>CENTRE REQUIREMENTS</u>	:	Pholosong Regional Hospital Grade 12 plus MBCHB degree registered with HPCSA as a Medical Officer independent practice. With annual registration to practice and registration as a Medical Officer independent practitioner.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings and completing Medico legal documents timeously (e.g. Death certificate). Improving quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standard). Participating in all activities of the discipline in relations to teaching and research. Participate in multidisciplinary team to

the management of patients. Performance of practical procedures relevant to the patients. Ensure that administration and record keeping is done in the department.

- ENQUIRIES APPLICATIONS** : Dr. N. Jwara Tel No: (011) 812 5163
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 26 June 2023
- POST 20/277** : **MEDICAL OFFICERS SESSIONAL SURGERY REF NO: 2023/05/11 (X5 POSTS)**
Directorate: Medical
- SALARY** : Grade 1: R436.00 p/h
Grade 2: R498.00 p/h
Grade 3: R576.00 p/h
- CENTRE REQUIREMENTS** : Pholosong Regional Hospital
: Grade 12 plus MBCHB degree registered with HPCSA as a Medical Officer independent practice. With annual registration to practice and registration as a Medical Officer independent practitioner.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings and completing Medico legal documents timeously (e.g. Death certificate). Improving quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standard). Participating in all activities of the discipline in relations to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the patients. Ensure that administration and record keeping is done in the department.
- ENQUIRIES APPLICATIONS** : Dr. H. Mlahleki Tel No: (011) 812 5163
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment

verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 June 2023
- POST 20/278** : **MEDICAL OFFICERS SESSIONAL ANAESTHETICS REF NO: 2023/05/12 (X5 POSTS)**
Directorate: Medical
- SALARY** : Grade 1: R436.00 p/h
Grade 2: R498.00 p/h
Grade 3: R576.00 p/h
- CENTRE REQUIREMENTS** : Pholosong Regional Hospital
Grade 12 plus MBCHB degree registered with HPCSA as a Medical Officer independent practice. With annual registration to practice and registration as a Medical Officer independent practitioner.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings and completing Medico legal documents timeously (e.g. Death certificate). Improving quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standard). Participating in all activities of the discipline in relations to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the patients. Ensure that administration and record keeping is done in the department.
- ENQUIRIES APPLICATIONS** : Dr. H. Mlahleki Tel No: (011) 812 5163
Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 26 June 2023
- POST 20/279** : **MEDICAL OFFICERS SESSIONAL ACCIDENT & EMERGENCY REF NO: 2023/05/13 (X5 POSTS)**
Directorate: Medical
- SALARY** : Grade 1: R436.00 p/h
Grade 2: R498.00 p/h
Grade 3: R576.00 p/h
- CENTRE REQUIREMENTS** : Pholosong Regional Hospital
Grade 12 plus MBCHB degree registered with HPCSA as a Medical Officer independent practice. With annual registration to practice and registration as a Medical Officer independent practitioner.

- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings and completing Medico legal documents timeously (e.g. Death certificate). Improving quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standard). Participating in all activities in all of the discipline in relations to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the patients. Ensure that administration and record keeping is done in the department.
- ENQUIRIES APPLICATIONS** : Dr. H. Mlahleki Tel No: (011) 812 5163
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 26 June 2023
- POST 20/280** : **MEDICAL OFFICERS SESSIONAL OPD REF NO: 2023/05/14 (X5 POSTS)**
Directorate: Medical
- SALARY** : Grade 1: R436.00 p/h
Grade 2: R498.00 p/h
Grade 3: R576.00 p/h
- CENTRE REQUIREMENTS** : Pholosong Regional Hospital
: Grade 12 plus MBCHB degree registered with HPCSA as a Medical Officer independent practice. With annual registration to practice and registration as a Medical Officer independent practitioner.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings and completing Medico legal documents timeously (e.g. Death certificate). Improving quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standard). Participating in all activities of the discipline in relations to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the patients. Ensure that administration and record keeping is done in the department.
- ENQUIRIES APPLICATIONS** : Dr. H. Mlahleki Tel No: (011) 812 5163
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable)

and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 26 June 2023
- POST 20/281** : **PHARMACIST SESSIONAL REF NO: 2023/05/15 (X1 POST)**
Directorate: Pharmacy
- SALARY** : Grade 1: R370.00 p/h
Grade 2: R400.00 p/h
Grade 3: R436.00 p/h
- CENTRE** : Pholosong Regional Hospital
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist. Available to work flexible hours. Comprehensive knowledge of Government regulations and policies. Computer literacy (Ms. Word, Ms. Excel, Power-Point) including RX-solution. Administrative and people management skills. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector.
- DUTIES** : Provide Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Ensure the cost effective and efficient procurement, storage, control and distribution of pharmaceuticals. Prevention of fruitless and wasteful expenditure by enforcing adherence to the Standard Treatment Guidelines (STGs), rational prescribing and utilisation of medication and through appropriate stock management. Provision of medicine related information to the public and other healthcare professionals. Ensure compliance to institutional formulary, EML and promote the rational use of medicines. Professional advisory service, including the training, education and development of pharmacy staff and other health workers, and promotion of public health. Participate in continuous professional development in order to stay current and also assist with the facilitation of pharmacy staff training and tutoring. Perform ward checks, clinical ward rounds. Participate in the Implementation of the National Core Standards and ensure compliance with the 6 priority standards. Perform all other duties delegated by supervisor or manager.
- ENQUIRIES** : Mr. M. Mcunu Tel No: (011) 812 5275
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. (Only shortlisted candidate will submit certified copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate is 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 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

:

26 June 2023

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

ERRATUM: EMMAUS HOSPITAL: Kindly note that the following 1 post was advertised in Public Service Vacancy Circular 19 dated 02 June 2023, The number of post to be advertised have been amended as follows: X1 Assistant Manager Nursing General (night duty): Centre: Emmaus Hospital with Ref No: EMS/20/2023, The closing date has been extended to 27 June 2023.

MANAGEMENT ECHELON

- POST 20/282** : **DIRECTOR REF NO: G33/2023**
Cluster: Infrastructure Development
- SALARY** : R1 162 200 per annum (Level 13)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : A degree in a Building Environment, 6-8 years post qualification experience, Five (5) years Middle /Senior Managerial experience in Built environment, Plus, Unendorsed valid Code EB driver's License (code 8), Computer literacy. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competence Required: The incumbent of this post will report to the Chief Director: To provide for the effective and efficient management of Capital Projects implemented by Health Department. To manage the maintenance of Healthcare Facilities, Laundries, Utilities, other Infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in an effective manner, PFMA/DORA/Treasury Regulations, Practice Notes ,Instructions, Circulars, Provincial/ Departmental Supply Chain Management Policies, Construction Industry Development Board Act of 2000 and Regulations, Hazardous Substances Act 15 of 1973, Board Based Black Empowerment Act of 2003, Preferential Procurement Act of 2000 and Regulations, Public Service Act of 19194 and Regulations of 2001, and as such the ideal candidate.
- DUTIES** : Manage the Capital Projects and Schedule Maintenance Projects, Manager the Implementation of the Annual Implementation Plan for Infrastructure Projects, Manager the Infrastructure Budget, Manager the maintenance of health facilities, utilities an Infrastructure, Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities, Manage the acquisition and deployment of maintenance resource, Compliance of the provisions of the occupational Health and Safety Act (ohs) related to equipment and effective waste management, Manage healthcare Infrastructure risk and quality improvement programme, Manage the day to day running of the Infrastructure HUB, Financial Management, Strategic Management, People Management.
- ENQUIRIES** : Mrs. G Masondo Tel No: (033) 39402556
APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
- FOR ATTENTION** : Mrs B C Shelembe
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's

responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (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. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. 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. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post.

CLOSING DATE : 28 June 2023

OTHER POSTS

POST 20/283 : **HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 69/2023**
Department: Radiology

SALARY : Grade 1: R1 887 363 – R2 001 927 per annum. Other Benefits: all-inclusive salary packages, (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

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

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

<u>ENQUIRIES</u>	:	Dr. NA Shabalala Tel No: (035) 901 7000
<u>APPLICATIONS</u>	:	Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
<u>FOR ATTENTION</u>	:	Mr MP Zungu
<u>NOTE</u>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
<u>CLOSING DATE</u>	:	30 June 2023
<u>POST 20/284</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 70/2023</u> Department: Anaesthetic & Intensive Care Unit
<u>SALARY</u>	:	Grade 1: R1 887 363 – R2 001 927 per annum. Other Benefits: all-inclusive salary packages, (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. A minimum of 3 years appropriate experience as a Medical Specialist in Anaesthetic after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Valid driver's license Knowledge, Skills, Attributes and Abilities Appropriate specialist procedures and protocols within field of expertise. Understanding of basic Human Resource matters including Labour Relations. Control of budget, monitoring expenditure and project management. Assessment, diagnose and management of patients within the field of expertise. Managerial and financial management skills. Computer skills. Driving skills. Problem solving skills. Concern of excellence. Courtesy and interpersonal relation skills. Stress tolerance and innovation skills. Awareness of cross-cultural differences.
<u>DUTIES</u>	:	Participate in the coordination of anesthetic unit services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of

tertiary services in the entire Region 4 and also to provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the planning of staff including registrars, medical officers, community services officers, interns and undergraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Render efficient and cost-effective critical care services to patients managed by Ngwelezana Hospital. Strengthen clinical governance. Participate in the formulation and management of protocols in accordance with departmental policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adhere to the safety precautions and make sure that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render affective administrative support. Provide after hour courage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescripts, acts, legislative, policies, circulars, procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES
APPLICATIONS

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

FOR ATTENTION
NOTE

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

CLOSING DATE

: 30 June 2023

POST 20/285

: **HEAD CLINICAL UNIT GRADE 1 REF NO: NGWE 71/2023**
Department: Family Medicine

SALARY

: Grade 1: R1 887 363 – R2 001 927 per annum. Other Benefits: all-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18%

**CENTRE
REQUIREMENTS**

Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.

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

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Dr. OC Harbor at 082 7812879
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

CLOSING DATE

:

30 June 2023

POST 20/286

:

MEDICAL MANAGER: MEDICAL SERVICES (NON-CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER REF NO: G65/2023

Cluster: District Health Services

SALARY CENTRE REQUIREMENTS

:

R1 288 095 per annum, (an all-inclusive MMS salary package)

:

Inanda Community Health Centre

:

MBCHB qualification; Plus Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Plus A minimum of five (5) years' experience in a Health Institution or Primary Health Care environment Plus Unendorsed valid Code B driving license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the District Manager, and will be responsible to manage the provision of district level one health service. The ideal candidates must: Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

:

Manage the day - to - day functioning of the Community Health Centre to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Community Health Centre. Manage the provision of clinical services within the Community Health Centre and its Clinics. Provide effective leadership to motivate staff and promote team work. Ensure effective human resource management in line with department of health guidelines and prescripts. Ensure Sound Labour Relations Practices within the Community Health Centre and its clinics. Ensure effective stakeholder management internal and external (stakeholders). Ensure effective implementation of quality health standards including ideal clinic realization and maintenance. Oversee provision of quality and safe patient care at clinics and Community Health Centre. Ensure effective systems management in support of clinical services i.e. (Laundry, transport, maintenance, Grounds, Security, Cleaning and Switchboard).

ENQUIRIES APPLICATIONS

:

MR J Mndebele Tel No: (033) 395 3274

:

All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION NOTE

:

Mr. A Memela
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (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. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. 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. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post.

- CLOSING DATE** : 26 June 2023
- POST 20/287** : **CLINICAL MANAGER HAST REF NO: EMS/ 23/2023**
- SALARY** : R1 288 095 per annum, inclusive (package), Plus Rural allowance (18%). Plus commuted overtime
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate /Matric or Grade 12. MBCHB degree or equivalent qualification Current registration certificate with HPCSA as Medical Practitioner. At least (06) six years' experience as a Medical Officer after registration as Medical Practitioner with the HPCSA. Diploma in HIV Management or Equivalent/higher Qualification will added advantage. Valid driver's license code EB as minimum. Knowledge & Skills: Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Sound knowledge of clinical scope as applicable to district hospital Computer literacy. Sound negotiation, planning, decision making and conflict management skills. Good team building and problem solving skills. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System.
- DUTIES** : Provide management, support, mentorship and supervision of all medical staff, pharmacy services and allied health professional services. Provide expert advised of a professional management nature, particularly in the management of HIV, STI and TB for the population of the sub-district. Formulate protocols, policies and procedures for medical service and ensure that they are in accordance with current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to doctors/multidisciplinary team members. Provision of quality care, assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews, monthly audits, development of clinical guidelines and policies. Participate and lead quality improvement programmers and research services. Ensure ongoing training/teaching programmers for medical, nursing and allied health professionals. Assist and participate in ensuring that the hospital achieved the district level package of services for all general medical care, including HIV and TB, and the 90-90-90 goals. Ensure the provision and support of outreach/PHC service, particularly the HAST services. Drive the procurement process for the medical equipment. Formulate strategies plan in keeping with the HAST requirement of the hospital as guided by the national and provincial Department of Health.
- ENQUIRES APPLICATIONS** : Dr Nkuna Tel No: (036) 488 1570, EXT: 8205
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry - Emmaus Hospital.
- FOR ATTENTION** : Human Resource Manager

- NOTE** : Application should be submitted on the most recent Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidate will be required to submit certified copies of qualifications, ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.
- CLOSING DATE** : 30 June 2023 at 16:00
- POST 20/288** : **MEDICAL SPECIALIST GRADE 1,2 & 3 REF NO: NGWE 72/2023**
Department: Radiology
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2: R1 386 069 – R1 469 883 per annum
Grade 3: R1 605 330 – R2 001 927 per annum
Other Benefits: All-inclusive salary packages (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Knowledge, Skills, Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.
- DUTIES** : The candidate will, under the direction of the Head of Department: conduct specialist ward rounds; provide after hour coverage in Radiology Department and clinical support to junior staff; provide advice to district / regional level hospitals; manage / supervise allocated human resources; ensure equipment is appropriately maintained. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Radiology Department and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient's management. Development and implement clinical audit and quality assurance programmes. Provide outreach services to surrounding district hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops directed. Comply with all legal prescripts acts, legislative, policies, circulars procedures, guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr. NA Shabalala Tel No: (035) 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu

NOTE

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

CLOSING DATE

: 30 June 2023

POST 20/289

: **MEDICAL SPECIALIST GRADE 1,2 &3 REF NO: NGWE 73/2023**
Department: Anaesthetic & ICU

SALARY

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

CENTRE

: Ngwelezana Tertiary Hospital

REQUIREMENTS

: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. **Grade 1:** No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Anaesthetic. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

DUTIES

: Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Anaesthetic and Intensive Care Unit and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide

outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES
APPLICATIONS**

: Dr. S Sewpersad Tel No: (035) 901 7000
 : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department -Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 30 June 2023

POST 20/290

: **MEDICAL SPECIALIST GRADE 1, 2 &3 REF NO: NGWE 74/2023**
 Department: Internal Medicine

SALARY

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

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
 : Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine.
Grade 1: No experience required. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South

Africa (HPCSA) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

DUTIES

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

ENQUIRIES

: Dr. M Hlophe Tel No: (035) 901 7000

APPLICATIONS

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

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 30 June 2023

POST 20/291

: **CHIEF EXECUTIVE OFFICER REF NO: G61/2023**
Cluster: Hospital Management Services

SALARY
CENTRE
REQUIREMENTS

: R958 824 per annum (Level 12), (an all-inclusive salary package)
: Benedictine Hospital
: Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management OR degree/advanced in a management field. Plus At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; 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 personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patients care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

ENQUIRIES
APPLICATIONS

: Mr. VS Vilakazi Tel No: (035) 874 0600
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langelibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION
NOTE

: Mr. B Zungu
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information

will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 30 June 2023

POST 20/292

: **CHIEF EXECUTIVE OFFICER REF NO: G62/2023**

SALARY CENTRE REQUIREMENTS

: R958 824 per annum (Level 12), (an all-inclusive salary package)
 : Hospital Management Services (Ceza Hospital)
 : Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; Plus A degree/diploma in health management OR degree/advanced in a management field. Plus at least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective an efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; 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 personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent,

competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patients care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non-clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mr. VS Vilakazi Tel No: (035) 874 0600
 : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower

**FOR ATTENTION
NOTE**

: Mr. B Zungu
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 30 June 2023

POST 20/293

: **CHIEF EXECUTIVE OFFICER REF NO: G63/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R958 824 per annum (Level 12), (an all-inclusive salary package)
 : Hospital Management Services (Vryheid Hospital)
 : Matric Certificate (Grade 12), A degree/advanced diploma in a health related field, registration with relevant professional council; Plus a degree/diploma in health management OR degree/advanced in a management field. Plus at least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

DUTIES

: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements, To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional

and district plans as well as the Department's strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; 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 personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patients care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non- clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES
APPLICATIONS**

: Mr. VS Vilakazi Tel No: (035) 874 0600
 : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

: Mr. B Zungu
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 30 June 2023

POST 20/294

: **PHARMACY SUPERVISOR REF NO: NGWE 75/2023**
 Department: Pharmacy

SALARY

: Grade 1: R906 540 – R961 614 per annum. Other Benefits: All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30%

**CENTRE
REQUIREMENTS**

flexible portion that can be structured in terms of applicable rules) Plus 12% Inhospitable Allowance.

: Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12 or equivalent. Degree/Diploma in Pharmacy that lead to registration with Pharmacy Council as Pharmacist. Current registration with South African Pharmacy Council as Pharmacist (2023). Four years' experience after registration with SAPC as a Pharmacist. Initial and Current registration) with SAPC as a Pharmacist. Knowledge, Skills, Attributes and Abilities Knowledge of Acts, current Health and Public Service Legislation, regulations and policies and the ability to comply with applicable legislations. Understanding and knowledge of policies and procedures including Good Pharmacy Practice, National Drug Policy, Essential Drug List and Standard Treatment Guidelines. Excellent communication skills both written and verbal, computer skills, project and time management skill. Sound planning and organising and administrative skills. Ability to be part of a Multi-Disciplinary Team. Commitment to service excellence, good supervisory, analytical and team building skills. Appropriate clinical and theoretical knowledge. Computer literacy with a proficiency in MS Office Software applications. Strong interpersonal, communication and presentation skills.

DUTIES

: Provide accurate, efficient, comprehensive and cost-effective Pharmaceutical Services in line with the National, Provincial and District strategies and priorities. Assist with the formulation and implementation of Standard Operating Procedures for Pharmaceutical services and ensure they are in line with current statutory regulations and policy guidelines. Provide leadership, management and support to all staff under his/her supervision. Ensure rational use of all resources. Provide and supervise training programs (Pharmacist Interns and Pharmacy Support personnel). Assist in co-ordination of activities of Essential Medicines Program including Pharmacy and Therapeutics Committee and other hospital committees. Conduct services assessment and implement quality improvement programs. Liaise with other stakeholders within and outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. Assist with translation and operationalize current national, provincial and district strategic plans. Ensure that cost effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Assist in compilation of monthly financial and other reports as required by Pharmacy Manager or his delegate. Ensure compliance with policies and procedures relating to cost effective procurement, storage, control and distribution of pharmaceuticals. Act in a supervisory role for pharmacists, interns and pharmacist assistants and deputies for Pharmacy manager or Assistant manager as deemed necessary. Collate and analyze statistics and compile reports for Pharmacy management. Perform overtime duty when necessary and do calls (Standby duty). Ensure implementation, monitoring and evaluation of EPMDS in the operational area.

**ENQUIRIES
APPLICATIONS**

: Mr. DS Govender Tel No: (035) 901 7000
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

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

- CLOSING DATE** : 30 June 2023
- POST 20/295** : **MEDICAL OFFICER (PAEDIATRICS) REF NO: HRM 35/2023 (X1 POST)**
- SALARY** : R906 540 – R975 738 per annum, (all-inclusive package), Plus commuted overtime.
- CENTRE** : King Edward VIII Hospital Complex
- REQUIREMENTS** : Degree (MBCHB) or equivalent, Registration with HPCSA as a Medical Practitioner, current registration with HPCSA (2023/2024). Knowledge, Skills, Training and Competencies Required: Provide clinical care for Paediatrics and neonatology and after hours care, Undertake procedures as well as supervising and assisting medical officers and interns, To train and guide fellow Medical officers, Internal and Students, Assist with the maintenance of the standard of care and implement of the Quality Improvement Program through clinical audits, clinical case presentation and attend clinical meetings, ability to ensure that the neonatal and provincial protocols are adhered to.
- DUTIES** : Diagnose and initiate management of Paediatrics patients and neonates, Provide care for inpatients and outpatients in Paediatrics, Diagnostic and therapeutic procedures, Supervise junior medical staff and assist in administrative tasks, Participate in representative meetings with the relevant unit, Participate in academic training programmes aligned to the Department of Paediatrics and Child health, University of KwaZulu Natal, perform after-hours service and be aware of the District referral systems.
- ENQUIRIES APPLICATIONS** : Dr K.L. Naidoo Tel No: (031) 360 4350
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ABSA ATM in the Admin building or email to: **khayelihle.mbongwe@kznhealth.gov.za**
- 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. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. NB This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying, candidate may be subjected to a computer literacy and or written test during the shortlisting process).
- CLOSING DATE** : 26 June 2023

POST 20/296 : **DEPUTY DIRECTOR: STAKEHOLDER RELATIONS REF NO: G65/2023**
Cluster: Clinical Support Services
Re-advertising of post number: G48/2023 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

SALARY : R811 560 per annum (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Grade 12 Certificate, National Diploma/ Degree in Stakeholder relations, Communications, Public relations. A minimum of three (3) years' experience in Junior Management environment. Computer Literacy: Word, Excel and Power point. Valid Code 8 Driver's License. Knowledge, Skills, Training And Competencies Required: Job purpose: to ensure the provision of TB, PHC, HIV and AIDS stakeholder co-ordination services: Analyse national policy imperatives, published research results, disease profiles, health system information and best practices in the management of HIV, AIDS, STI's and TB with a view to determine departmental policy "gaps" for the fair and equitable distribution of NGO' to effectively and efficiently manage opportunistic diseases. Based on relevant disease profiles, facilitate processes for the allocation of external resources to Health Districts. Provide advice to the Chief Director for the enhancement of systems development. Ensure all partners dealing with the Directorate have duly signed Memoranda of Agreement before undertaking any service delivery intervention. Monitor and evaluate the performance of none-governmental organizations with a view to ensure absolute adherence to the requirements of signed Memoranda of Agreement.

DUTIES : Development and updating of database of all None-Governmental Organizations providing services related to Social-ills, PHC, MCWH, TB, STI's, HIV and AIDS related services delivered by NGO's on behalf of the Department. Development of a provincial map of all Social-ills, PHC, MCWH, TB, STI's, HIV and AIDS related services delivered by NGO's on behalf of the Department. Design monitoring and evaluation tools and provide guidance in the carrying out of appropriate M and E interventions to ensure effective and efficient service delivery. Continuous reporting on the performance of None-Governmental Organizations tasked with the provision of services on behalf of the Department. Ensure None-Governmental Organizations fully adhere to the Batho Pele principles when discharging their responsibilities. Facilitate the Advocacy and Social mobilization activities including the Strategic Health Program events. Work with HAST programme managers to create content for marketing HAST programmes. Work with Corporate Communications in ensuring that all messages and printing materials are in line with the KZN DOH Corporate Communication Policy. Work with other stakeholders to ensure that Health calendar activities are implemented in the KZN DOH. Coordinate, facilitate implementation and monitor all ASM activities and report to HAST Director. Coordinate support partners for the HAST program this include but not limited to ensuring valid memorandum of agreements with KZN DOH.

ENQUIRIES : Mr AT Ndabandaba Tel No: (033) 940 2656
APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION : Ms N Mnyandu
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to

provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 30 June 2023

POST 20/297

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: G67/2023**
Cluster: Supply Chain Management Services

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 per annum (Level 11), (an all-inclusive salary package)
: Head Office: Pietermaritzburg
: Matric Certificate (Grade 12), National Diploma /Degree in Accounting and Risk Management. At least 3 – 5 years' experience as junior level management level in a risk/internal audit environment. Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training and Competencies Required: Job Purpose: To manage the sub-directorate, develop, review and implement the Risk Management framework (strategy, policies and procedure). Knowledge Skills and Competencies: Extensive working knowledge of public sector and South African Constitution. Standards for the Professional Practice of Internal Auditing. General Recognised Accounting Principles and Generally Accepted Accounting Principles. MTEF budget compilation and analysis, Risk Analysis/management. Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations and Practice Notes and Batho Pele. Risk Management, Conflict management, Project Management, Information Management and Organisational. Analytical, Presentation, Computer skills, literacy e.g. MS Office suite, Relationship management, Facilitation, Language, Strategic, Planning, Operational Planning, Finance management. Have good Communication skills both written and oral, Report writing, change management and Decision Making.

DUTIES

: Manage, implement, review and improve the risk management framework. Undertake studies and analysis for identifying risks to establish the internal and external organisation context. Manage, facilitate and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Compile risk profile (ensure that the risk register is maintained). Compile reports as required: Facilitate the institutionalization risk management: Ensure that risk management philosophy and culture is embedded in the organization. Manage and undertake capacity development (inform, guide and advise employees on risk management matters). Manage the Sub Directorate: Risk Management: Maintenance of discipline, Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transversal task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. OR Ensure the effective, efficient and economical management of allocated resources of the Division: Manage the financial resources. Manage the human resources. Manage the allocated assets. Provide training, advice and guidance to staff. Manage EPMDS. Manage potential risks and mitigation strategies: Develop policies and strategies aimed at improving service delivery: Analyse and interpret legislation and existing frameworks in respect of services delivery imperatives. Ensure the review and development of effective policies and strategies. Develop best practices in respect of policy matters. Ensure implementation of policies and strategies. Provide advice and guidance to management regarding the interpretation and implementation of policies.

**ENQUIRIES
APPLICATIONS**

: Mr KE Mtshali Tel No: (033) 815 8302
: All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, REGISTRY, Minus 1:1 North Tower.

FOR ATTENTION

: Miss N Mnyandu

- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 30 June 2023
- POST 20/298** : **DEPUTY DIRECTOR: CHILD HEALTH REF NO: G68/2023**
Cluster: Maternal Child and Women's Health
- SALARY** : R811 560 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric Certificate (Grade 12). An undergraduate qualification (NQF Level 7) or Diploma (NQF Level 6) in Nursing, Medicine (MBChB) Current registration with SANC or HPCSA. A minimum of 3-5 year's as an Assistant Director. Three (3) to five (5) year's experience after registration with Professional body with Maternal, Child and Woman's Health Programme. Unendorsed valid driver's license. Knowledge, Skills, Training and Competencies Required: Job Purpose: Facilitate, monitor and evaluate the development of evidence-based strategies to reduce child morbidity and mortality and improve the quality of maternal and child health through improving service delivery and developing in community an in hospital intervention strategies. Appropriate specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control budget, monitoring expenditure and project management. Knowledge of Legislative prescripts governing the Public Service, Health Sector and Children. Knowledge of National and provincial strategic plans. Assessment, diagnosis Managerial Financial Management skills. Computer skills, Communication skills. Problem solving and project management.
- DUTIES** : Develop and review policies, strategic and operational plans relating the child survival at all level of care. Develop appropriate tools with the required indicators to monitor the progress in the implementation of the policy framework viz. Child mortality audit meetings, and facility monitoring and evaluation tools e.g. add register, chip, DHIS. Facilitate systems and process for the implementation of the programmes viz Emergency care of a critically ill child, WHO Guidelines on management of Severe Acute Malnutrition, Mom and Baby Friendly hospital initiatives, EPI, TH-HIV & AIDS programmes, Surveillance and Genetics services. Identify gaps and challenges in the implementation of the programmes, develop the necessary remedial actions; provide specialist knowledge were necessary and facilitate research to address the technical aspect relating to child health. Develop human resources and provide technical support to health workers in health districts and health facilities regarding child health issues. Facilitate interpectoral collaboration with all relevant stakeholders in child health including linking Level 1 child health programmes with district hospitals with aim of strengthening communication channels and referral systems.
- ENQUIRIES** : Mr DR. M Netshinombelo Tel No: (033) 395 2740
APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051,

**FOR ATTENTION
NOTE**

Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

: Mr. ZM Ndlovu
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE

: 30 June 2023

POST 20/299

: **ASSISTANT MANAGER NURSING (OBSTETRICS AND GYNAECOLOGY)
REF NO: HLH16/2023**

SALARY

: R683 838 per annum. Other benefits: 13th cheque, 12% Rural Allowance, Home owners allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Hlabisa Hospital
: Matric/Senior Certificate or equivalent qualifications. Degree/Diploma in General Nursing Science and Midwifery. Registration with SANC as a Professional nurse. A post basic nursing qualification in "Advanced Midwifery & Neonatal Nursing Science", with duration of at least 1 year, accredited with the SANC. Minimum of 10 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the on year post basic qualification in "Advanced midwifery & Neonatal Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at a Management level. Proof of current registration with SANC for 2021. Only shortlisted candidates will attach /submit proof. Computer Literacy Diploma/degree in Nursing Management will be an added advantage Driver's License Cod EB (08). Only Shortlisted Candidates will attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge and insight into nursing processes and procedures. Knowledge and insight into nursing statuses and other relevant public service acts. Decision and problem-solving skills. Interpersonal skills and conflict management skills. Knowledge and implementation of Batho Pele principles. Good communication skills. Supervisory and analytical thinking skills. Ability to implement National core standards. Basic understanding of HR and financial policies and practices.

DUTIES

: Manage and co-ordinate the implementation of holistic, Comprehensive specialized nursing care in the Obstetrics & Gynaecology nursing Component, in conjunction with team members, within a professional and legal team Framework. Ensure the maintenance of quality care standards in the Obstetrics & Gynaecology services. Ensure adequate supervision of staff and provision of quality Patient care in an efficient and cost effective manner. 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 record. Demonstrate a concern for patient, promoting and advocating proper treatment and care Monitor and evaluate staff performance. Ensure effective data management. Coordinate clinical governance meetings relevant to the sub-component 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 constructive working relationship with nursing and other stakeholder.

ENQUIRES APPLICATIONS

: Mrs B.S.V Ndlovu Tel No: (035) 838 8610
 : The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937.

NOTE

: The following documents must be submitted, Application for employment form (Z83), Which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA). Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83. NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

CLOSING DATE

: 26 June 2023

POST 20/300

: **OPERATIONAL MANAGER (PHC) REF NO: NSEL 20/2023 (X21 POSTS)**
 Re-advertisement, those who applied previously should feel free to re-apply

SALARY

: R627 474 per annum, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS

: Nseleni Community Health Centre (Umbonambi Clinic)
 : Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt (2023). A minimum of 9 years appropriate/ recognizable nursing experience after registration with SANC in General Nursing, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Primary Health Care. Computer literacy (Ms Word, PowerPoint, Excel etc.). NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public service regulations. Demonstrate in-depth understanding of nursing legislation, related legal and ethical nursing practices. Extensive knowledge of National and Provincial Clinical protocols to be followed as management of clients within a PHC setting. Knowledge of HR procedures in the Public Service and Service Conditions. Sound knowledge of norms and standards pertaining to quality service. Ability to lead a team, develop and revise community profile with Health risks prioritised. Leadership, supervisory, organising, decision making, problem solving, conflict management skills. Knowledge of disciplinary and grievance procedures.

DUTIES

: Facilitate provision of integrated comprehensive PHC package in the facility and implementation of quality improvement programmes to comply with NHI. Develop the clinic operational plan, monitor implementation thereof and submit progress reports. Ensure the facility attains the IDEAL CLINIC status. Ensure

implementation and monitoring of priority health programmes and ensure that the expected targets are met. Participate in clinical audits in the facility and ensure implementation of quality improvement plans supported by strong work ethics. Supervise and support the community outreach teams and ensure submission of reports. Manage effectively the utilisation and supervision of allocated resources. Co-ordination of the provision of effective training and research. Ensure Batho Pele principles, Norms and Standards and ideal Clinic priorities are implemented. Maintain professional growth/ ethical standards and self-development. Ensure staff development and monitor staff performance according to EPMDS. Analyse and interpret stats weekly and monthly and facilitate implementation of remedial action. Compile monthly stats and other reports. Advocate for resources at management level and have input into the budget for the clinic. Co-ordinate special projects and health promotion projects in line with the health calendar. Establish and maintain constructive working relation with staff and other stakeholders, maintain inter-sectoral collaboration with other government sectors and provide support to OSS activities. Exercise control over discipline, grievances and other labour issues. Strengthen Nursing ethics and professionalism amongst staff at the clinic. Strengthen Nursing ethics and professionalism amongst staff at the clinic. Evaluate and monitor compliance with clinical protocols, norms and standards at the clinic.

**ENQUIRIES
APPLICATIONS**

: Mr JM Sikhakhane Tel No: (035) 795 1027/ (035) 795 1468
 : All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X1031, Richards Bay, 3900 or Hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00)

**FOR ATTENTION
NOTE**

: The Assistant Director: HRM
 : Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) Only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates Only on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/ work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply.

CLOSING DATE

: 30 June 2023

POST 20/301

: **OPERATIONAL MANAGER – MATIWANESKOP CLINIC REF NO: LRH 37/2023 (X1 POST)**

SALARY

: R627 474 – R703 752 per annum. Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8%Inhospitable rural allowance.

**CENTRE
REQUIREMENTS**

: Ladysmith Regional Hospital
 : Senior Certificate (Grade 12). Degree / Diploma in General Nursing and Midwifery Plus one year post basic qualification in Clinical Nursing Science ,Health Assessment, Treatment and care Registration certificates with SANC IN General Nursing and Midwifery and in Clinical Nursing Science, Health Assessment Treatment and Care. Current registration with SANC (2023). A

minimum of 9 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in General Nursing, At least 5 years of the period mentioned above must be appropriate recognizable experience in Primary Health Care after obtaining (1) one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A Valid Driver's license. Certificate service endorsed by human resource department NB: only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR Recommendation: Degree / Diploma in Nursing Administration. Knowledge, Skills, Training, And Competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter.

DUTIES : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES : Mrs. N.G. Nkehli Tel No: (036) 637 2111
APPLICATIONS : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION : Mr S.L.Dlozi
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. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted

CLOSING DATE : 30 June 2023

POST 20/302 : **OPERATIONAL MANAGER – OUTER WEST MOBILE CLINIC REF NO: LRH 38/2023 (X1 POST)**

SALARY : R627 474 – R703 752 per annum. Other Benefits 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance

CENTRE REQUIREMENTS : Ladysmith Regional Hospital
 : Senior Certificate (Grade 12). Degree / Diploma in General Nursing and Midwifery Plus one year post basic qualification in Clinical Nursing Science ,Health Assessment, Treatment and care Registration certificates with SANC IN General Nursing and Midwifery and in Clinical Nursing Science, Health Assessment Treatment and Care. Current registration with SANC (2023). A minimum of 9 years appropriate recognizable experience in nursing after registration as professional nurse with SANC in General Nursing, At least 5 years of the period mentioned above must be appropriate recognizable experience in Primary Health Care after obtaining (1) one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A Valid Driver's license. Certificate of service endorsed by human resource department: only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from HR. Recommendation: Degree/Diploma in Nursing Administration. Knowledge, Skills, Training, And Competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal framework and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter.

DUTIES : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES APPLICATIONS : Mrs. N.G. Nkehli Tel No: (036) 637 2111
 : All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.

FOR ATTENTION NOTE : Mr S.L.Dlozi
 : 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. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged.

However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application only when shortlisted

CLOSING DATE

:

30 June 2023

POST 20/303

:

OPERATIONAL MANAGER SPECIALTY REF NO: MBO 25/2023 (X1 POST)
Component: Theatre and CSSD

SALARY

:

R627 474 – R703 752 per annum. Other benefits: 13th Cheque, 8% Rural Allowance, Home Owners Allowance (employee must meet prescribed Requirements), Medical Aid (Optional)

CENTRE

:

Mbongolwane District Hospital

REQUIREMENTS

:

Senior certificate/Matric/Grade 12. Diploma/ degree in Nursing. Current registration with SANC as a General Nurse and Midwife. A post basic qualification in Operating Theatre Nursing Science with duration of a least one (1) year accredited with SANC. Only shortlisted candidates will be required to submit proof of current registration with SANC (2023). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant Specialty. Only shortlisted candidates will be required to submit proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills And Competences Required: 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.

DUTIES

:

To plan, organize and monitor the objectives of the specialized unit. Ensure proper functioning of the theatre and CSSD unit. Supervision and monitoring of provision of quality nursing care through implementation of National Core standards, policies and procedures. To provide a therapeutic environment to staff, patients and public. To effectively organize the availability of resources. To effectively manage 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. Implementation and management of IPC protocols. Maintain accurate and complete records according to legal requirements. To participate in Quality improvement programs and Clinical Audits. Participate in staff, student and patient training. Monitor implementation of EPMDS. Exercise control over discipline, grievance and labour relations issues according to laid down policies and procedures. Identify, develop and control risk management systems within the unit. Uphold the Batho Pele and Patients right principles

ENQUIRIES

:

Mr NM Mhlongo Tel No: (035) 476 6242 Ext 1011/
ndumiso.mhlongo@kznhealth.gov.za

APPLICATIONS

:

Applications should be forwarded to: Human Resource Manager, Private Bag X126, Kwa-Pett, 3820 or Hand delivered to: Mbongolwane Hospital

NOTE

:

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae 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** : 26 June 2023
- POST 20/304** : **OPERATIONAL MANAGER NURSING (PHC) NIGHT DUTY REF NO: EDU 14/2023**
Component: Nursing-Night Duty
- SALARY** : R627 474 - R703 752 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery, One year post basic qualification in Primary Health Care, Current registration with SANC as Professional Nurse and Midwifery, A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which seven (7) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care, Certificate of service from current and previous employers stamped and signed by the Human Resource Department. Knowledge, Skills, Training & 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 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 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 programmes.
- DUTIES** : Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures. Provision of educational services. Provision of clinical services. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles. Usage of equipment and machinery. Ensure to keep accurate records. Compile unit statistics monthly. Plan and organise nursing components. Financial planning and indirect control of expenditure. Provision of administrative services.
- ENQUIRIES** : Ms BTN Kunene Tel No: (034) 995 8500/28, EXT 8567
- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46
- 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 (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on

the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 30 June 2023

CLOSING DATE

:

POST 20/305

:

OPERATIONAL MANAGER SPECIALTY (PEADS) REF NO: EMS/22/2023

SALARY

:

Grade 1: R627 474 – R703 752 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Plus 8% rural allowance, Housing allowance (employee must meet prescribed requirements)

CENTRE

:

Emmaus Hospital

REQUIREMENTS

:

Senior Certificate (Grade 12). Degree/ Diploma in General Nursing and Midwifery, A Minimum of 9 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. A minimum of 5 years with diploma of child nursing science (specialty) appropriate / recognizable nursing experience after registration with SANC. NB: certificate of service from previous employers is compulsory when shortlisted. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management (only when shortlisted) Knowledge & Skills leadership, management, planning, organizing and co-ordination skill. knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies, and procedure and best practices in nursing care service delivery. good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skill. Knowledge of code conduct, labour relations and related policies.

DUTIES

:

Ensure adherence to prescribed nursing policies and procedure. Co-ordinate all service within the hospital. Ensure that all quality and infection control initiative are adhered to i.e. OHSC/ ideal hospital. Manage compliance and PSI within the hospital. participate in ethical decision making within the multidisciplinary team. utilises a family centred approach in providing paediatric/ child nursing. Effective implementation of EPOC. Ensure implementation of all child health initiatives e.g CHIPP/SAM MDT. Ensure implementation of EPMDS and proper management of EPMDS.

ENQUIRES

:

Ms. T.N Maphumulo Tel No: (036) 488 1570, EXT 8315

APPLICATIONS

:

Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340, Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION

:

Human Resource Manager

NOTE

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Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance.

CLOSING DATE

:

30 June 2023 at 16:00

POST 20/306 : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: HLH17/2023**

SALARY : R520 785 per annum, plus: Medical aid (optional) 13th cheque, Housing Allowance (Employee must meet prescribed requirements), 17% Rural allowance

CENTRE REQUIREMENTS : Hlabisa Hospital
: Matric Certificate. Diploma or Degree in Diagnostic Radiography. Current Registration with HPCSA as Diagnostic Radiographer. Registration certificate with the HPCSA as Diagnostic Radiographer. Minimum of 3-5 years relevant experience after registration with HPCSA As a diagnostic radiographer. Knowledge, Skills, Training & Competencies Required: Sound knowledge of Radiation control and safety measure. Sound knowledge of Diagnostic Radiography procedures and equipment. Knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team Ability to perform basic quality assurance tests. Sound knowledge of Public Serve Human Resource policies and procedures including EPMDs. Ability to supervise junior staff, support staff and student radiographers.

DUTIES : To provide a high quality diagnostic Radiography service, to promote good health Practices and ensure optimal care of the patient, to execute all criminal procedures competently to prevent complications, To provide a 24 hours radiographic service including weekends and Public holidays, to comply with safety radiation protection standard, to comply with and promote Batho-Pele principles in execution of all duties for effective service delivery, To participate in Departmental policies and procedure development, To participate in monthly departmental Meetings and other activities and when called upon, to participate and carry out EPMDs on Members of staff allocated under your supervision be actively involved in in-service training, Student training, Peer Review and CPD activities and supervision of support staff, Perform their Duties as per delegated by radiography management, to comply with and promote Batho-pele Principles in execution of all duties for effective service delivery, to insect and utilize equipment Professionally and thus ensure compliances with safety regulations, to participate in quality Assurance and quality improvement projects including the implementation of the National Core Standards.

ENQUIRES APPLICATIONS : Dr. M.K Tshipuk Tel No: (035) 838 8631
: The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.

NOTE : The following documents must be submitted, Application for employment form (Z83),Which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 26 June 2023

POST 20/307 : **CHIEF OCCUPATIONAL THERAPIST REF NO: FNH 06/2023 (X1 POST)**

SALARY : R520 785 per annum. Other Benefits: 13th cheque, Medical Aid (optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Fort Napier Hospital
: Senior Certificate or equivalent qualification Plus Degree/Bachelor of Occupational Therapy. Annual Registration with the Health Professional Council of South Africa (HPCSA). Current HPCSA receipt. A minimum of three years operational experience in Occupational Therapy post. Valid Driver's

license. 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: Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures. Knowledge of Human Resource and financial management skills. Knowledge of the current Health and Public Service Legislation, Regulations and Polices. Knowledge of competency in high quality diagnostic and therapeutic Occupational Therapy service. Sound knowledge of the application of clinical Occupational Therapy theory, practices and ethics. Ability to function under pressure and provide psychosocial rehabilitation services to Mental Health Care Users. Computer literacy.

DUTIES

: Management of vocational rehabilitation areas which includes staff and MHCU supervision. Ensuring effective reintegration of the MHU's into the community and active involvement in the clinical team and clinical team meeting Management of financial resources within the department which includes planning for stock taken. Effectively manage the functionality and operations of all occupational therapists and support staff in the department. Effectively manage the functions and operations within the OT component and complete administrative duties within the department. Co-ordinate early assessment and placements of appropriate MHU's immediately after referral. Assessment and treatment of activities of a daily living for MHCU's in the vocational areas and wards. Plan and involve staff who will need to implement/support these plans. Attend all clinical team meetings, be actively involved in these and the efforts to establish functional clinical team. Actively engages in the planning and implementation of psychosocial-rehabilitation and relevant events. Assist OT Manager in coordination of monthly stock take in the department. Supervision and conduct performance reviews for sub-ordinates i.e. PMDS. Co-ordinate relevant reports. Assist with co-ordination of in-service training of OT staff and placement of undergraduate OT student. Assist with risk management of the component. Assist with the drawing up of work ideas and team cohesion for the OT clinical team.

**ENQUIRIES
APPLICATIONS**

: Dr. AL Mbhele Medical Manager Tel No: (033) 260 4357
: All applications should be forwarded to: Hand delivery: The HR Manager, Fort Napier Hospital, 1 Devonshire Road, Napierville, Pietermaritzburg, 3201 Or Posted The Human Resource Manager, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3201.

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

: 26 June 2023

POST 20/308 : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE MANAGEMENT) REF NO: HLH 20/2023**

SALARY : R507 540 per annum, plus medical aid (optional) 13th cheque, Housing Allowance (Employee must meet prescribed requirements), 12% Rural allowance

CENTRE REQUIREMENTS : Hlabisa Hospital
: National Senior Certificate / Equivalent. Diploma/ Degree in General Nursing and Midwifery. Registration with the SANC as a professional Nurse and Midwife. A minimum of 7 years appropriate or recognizable experience in nursing after registration As a Professional Nurse with the SANC in General Nursing. Experience in quality assurance and accreditation. Driver's license. Knowledge, Skills, Training & Competencies Required: In depth knowledge of nursing legislation, Occupational Health and safety Act. Knowledge of Quality management guidelines and protocols. Ability to formulate patient care related policies. Skills in team building, relationship and conflict management. Ability to coach, mentor, and facilitate. Analytical thinking. Good communication and leadership skills. Ability to conduct multidisciplinary meetings.

DUTIES : Promote a quality assurance culture within the institution. Ensure that patient and staff Satisfaction is mentored and action plans are developed to address identified shortcomings. Ensure availability, mentoring and evaluation of equality assurance and improvement plan Supporting hospital strategy. Conduct waiting times 7PEC surveys. Mentor and evaluate Compliance to Regulated Norms & Standards, Ideal Clinic and Hospital Realization. Ensure review of existing policies, standards and clinical guidelines, facilitate formulation of new policies, Standards and clinical guidelines and develop capacity within the facility. Ensure a safe treatment and work environment, facilitate and develop competencies regarding risk management, Prevention of injury n duties, multidisciplinary clinical audits, negative incident & complaint Management. Mentor and keep record of all identified service delivery shortcomings, facilitate the Development of action plans, ensure the skills development plan/ training initiatives address the Identified shortcomings and ensure co-ordination and availability of in-service training Programme Of all staff. Participate actively in researching the concept of Quality, benchmarking with District, Provincial and National Quality Leaders. Co-ordinate the development of appropriate intervention Programs which support the attainment of quality compassionate patient care. Conduct meeting on Quality improvement strategies. Prepare and submit monthly progress reports to the district Quality Manager. Provide ongoing feedback to management in order to ensure that the process of quality Assurance is on track and that policies are being implemented.

ENQUIRES APPLICATIONS : Mr. S.P.N Mkhwanazi Tel No: (035) 838 8611
: The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.

NOTE : The following documents must be submitted, Application for employment form (Z83), Which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 26 June 2023

POST 20/309 : **MEDICAL OFFICER GR 1,2, REF NO: GS 49/23 (X1 POST)**
Component: Emergency Department

SALARY : Grade 1: R453 440 per annum
Grade 2: R517 920 per annum
Grade 3: R599 040 per annum
(Sessional post – 20 hours per week)

CENTRE REQUIREMENTS : Grey's Hospital- Pietermaritzburg
Grade 1: Experience: Not Applicable Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 6 years relevant experience after registration as Medical Practitioner with recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not requires performing community service as required in South Senior Certificate (Grade 12) or equivalent MBCHB Degree Plus Registration with the Health Professions Council of South Africa as a Medical Practitioner (Only shortlisted candidates will be required to submit proof of all documents). Recommendations: ACLS, ATLS, PALS Dip. PEC Knowledge, Skills and Experience: Sound clinical and patient management skills; Possess High clinical acumen and resuscitation skills fitting for a Tertiary Hospital ED Ability to diagnose and manage all emergencies (Adult and Paediatric) in all disciplines; Knowledge and skills in emergency care, trauma, including emergency diagnostic and therapeutic procedures; Disaster, outbreak and risk management; Triaging and patient scheduling; Information management; ICD10 coding; death notification and certifications; RAF; WCA; J88; Quality assurance programs; Ability to work under stress and maintain a good working relationship at all times with all stakeholders, including public/private sector; Good time management skills, meeting tight deadlines, punctuality; Excellent communication skills (verbal and written); Knowledge of current health and public service legislation, regulations and policy, and medical ethics.

DUTIES : Clinical responsibility in Emergency Medicine and competence to run the ED floor. Processing of medical reports (including J88 forms, WCA, RAF, etc.) Management reports, e.g. statistics of patients managed, classification of cases, etc. Managing complaints effectively Compulsory attendance and participating in audits, M&M meetings, etc. Adhering to existing policies and procedures Participate actively in disaster management Participation in ED duties as rostered. Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals.

ENQUIRIES APPLICATIONS : Dr P Ramraj Tel No: (033) 897 3172/ 0826504864
Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, 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. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83, and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.

- CLOSING DATE** : 26 June 2023
- POST 20/310** : **ULTRASONOGRAPHER REF NO: HLH18/2023 (X1 POST)**
- SALARY** : Grade 1: R444 741 per annum, (all-inclusive package)
Grade 2: R520 785 per annum, (all-inclusive package)
Grade 3: R612 642 per annum, (all-inclusive package)
- CENTRE** : Hlabisa Hospital
- REQUIREMENTS** : National Senior Certificate, National Diploma / Degree in Radiography (Ultrasound) Registration certificate with HPCSA as independent Practitioner, Completion of Community service, Current HPCSA Registration 2023. No attachments on applicants, only Z83 and CV applicants will submit documents only when shortlisted. **Grade 1:** No experience required after registration with HPCSA in respect of RSA qualified employees who performed community service, as a required in South Africa, One (1) year relevant experience after registration with the Health Professional Council of South Africa in the Relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required In South Africa **Grade 2:** minimum of Ten (10) years relevant after registering with HPCSA in, the relevant profession employees who performed community service, as a required in South Africa, minimum of 11 year relevant experience after registration with the Health Professional Council of South Africa in the Relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required In South Africa. **Grade 3:** minimum of Twenty (20) years relevant after registering with HPCSA in, the relevant profession employees who performed community service, as a required in South Africa, minimum of 21 year relevant experience after registration with the Health Professional Council of South Africa in the Relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required In South Africa. NB: Certificate of Service from Previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates.
- DUTIES** : Provide high quality Ultrasound Service; Take a supervisory role in all aspects of the imaging department as delegated. Participation in shift and standby duties including nights, weekends and public holidays where necessary. Perform general administrative duties as required where necessary and appropriate. Provide guidance and supervision to junior staff and radiography/sonography students. Play an active role in the implementation of quality assurance and quality improvements programmes Give factual to patients, execute all clinical procedures competently to complications Inspects and use equipment to ensure Safety standard ,Compile reports and statistics, Provide an education on patient's conditions whilst upholding patients' rights Participate in Quality Assurance Programme, Participate in EPMDS, Promote Batho Pele Principle in the execution of duties for effective service delivery, Assist with ultrasound patient bookings, Provide training, guidance and supervision to junior staff, perform other duties as per delegation by radiography managements. Be actively involved in-serve training, peer review and CPD activities. Perform an emergency Ultrasound services when and as required.
- ENQUIRES** : Dr. M.K Tshipuk Tel No: (035) 838 8631
- APPLICATIONS** : The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83),Which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is

to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/311** : **CLINICAL NURSE PRACTITIONER (HAST) REF NO: NMH/CNP/HAST/2023 (X3 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum, Rural allowance 8%
Grade 2: R528 696 – R645 720 per annum, Rural allowance 8%
Other Benefits: 13th Cheque/ Service Bonus Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.
- CENTRE** : Niemeyer Memorial Hospital (Gateway Clinic)
- REQUIREMENTS** : **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate **Grade 2:** Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competencies Require Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.
- DUTIES** : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records. Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme implement provider counseling and testing and Universal testing and treat as per guideline. Implement and achieve individual targets linked to 95-95-95 strategy increase positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recession in care. Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of maternal and child health programme indicators. Perform cervical cancer screening as per cervical cancer screening policy. Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo. Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 resgeuce plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme. Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that

provide quality of care: Patient complaints, Safety incidence and Patient Experience of care and Waiting times. Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

**ENQUIRIES
APPLICATIONS**

: Mrs. GN Nkosi Tel No: (034) 331 3011

: Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target 1st Male African 2nd Male Indian 3rd Female Indian

CLOSING DATE

: 30 June 2023

POST 20/312

: **CLINICAL NURSE PRACTITIONER REF NO: NMH/CNP/MOBILE/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 – R497 193 per annum, Rural allowance 8%
Grade 2: R528 696 – R645 720 per annum, Rural allowance 8%
Other Benefits: 13th Cheque/ Service Bonus Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.

**CENTRE
REQUIREMENTS**

: Niemeyer Memorial Hospital (Mobile Clinic)
: **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate **Grade 2:** Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competencies Require Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.

DUTIES

: Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records. Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme implement provider counseling and testing and Universal testing and treat as per guideline. Implement and achieve individual targets linked to 95-95-95 strategy increase positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recession in care. Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of maternal and child health programme indicators. Perform cervical cancer screening as per cervical cancer screening policy. Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo. Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 resgeuce plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme. Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care: Patient complaints, Safety incidence and Patient Experience of care and Waiting times. Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

ENQUIRIES

: Mrs. GN Nkosi Tel No: 034 331 3011

APPLICATIONS

: Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980.

NOTE

: Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview.(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target 1st Male African 2nd Male Indian 3rd Female Indian.

CLOSING DATE

: 30 June 2023

POST 20/313 : **CLINICAL NURSE PRACTITIONER GRADE 1&2 – DRIEFONTEIN MOBILE
2 CLINIC REF NO: LRH 39/2023 (X1 POST)**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.

CENTRE REQUIREMENTS : Ladysmith Regional Hospital (Primary Health Care)
: Senior Certificate/Grade 12 Degree/Diploma in General Nursing and Midwifery Plus One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt) Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Certificate of service endorsed by human resource department. Recommendation: Valid Driver's License Knowledge, Skills and Experience Required Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, inter-personal and problem solving skill. Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills. Co-ordinating and planning skill.

DUTIES : Ensure the provision of nursing care through adequate supervision Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients. Evaluate and follow up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patients clinical conditions. Attend and participate in doctor's visit. Coordinate between hospital and community Health education of patients, staff and public Assessing in-service training needs, planning and implementing of training programs. Assist patients and families to develop a sense of care.

ENQUIRIES APPLICATIONS : Mrs. N Nkehli Tel No: (036) 637 2111
: All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370

FOR ATTENTION NOTE : Mr S.L.Dlozi
: 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. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. (Applicants are not

	submitting	copies/attachments/	proof/certificates/ID/Driver
		license/qualifications on application only when shortlisted	
<u>CLOSING DATE</u>	:	30 June 2023	
<u>POST 20/314</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1&2 – ACACCIAVILLE CLINIC REF NO: LRH 40/2023 (X1 POST)</u>	
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits 13 TH Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance.	
<u>CENTRE REQUIREMENTS</u>	:	Ladysmith Regional Hospital (Primary Health Care) Senior Certificate/Grade 12. Degree/Diploma in General Nursing and Midwifery Plus One (1) Year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) accredited with SANC. Current registration with SANC (2023 Receipt) Registration certificates with SANC IN General Nursing and Midwifery Plus Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 1: A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. certificate of service endorsed by human resource department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Recommendation: Valid Driver's License Knowledge, Skills and Experience Required: Knowledge and experience of Public Service Policies, Acts and Regulations Sound Management, negotiation, inter-personal and problem solving skills Good verbal, listening and written communication skills. Knowledge of Labour Relations and disciplinary procedures Clinical competencies. Knowledge of nursing care delivery approaches Analytical thinking, decision-making and conflict management skills Co-ordinating and planning skills.	
<u>DUTIES</u>	:	Ensure the provision nursing care through adequate supervision Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs Promote preventive and promotive health for clients Evaluate and follow up patients during clinic visits Initiate treatment, implementation of programmes and evaluations of patients clinical conditions Attend and participate in doctor's visits Co-ordinate between hospital and community Health education of patients, staff and public Assessing in-service training needs, planning and implementing of training programs Assist patients and families to develop a sense of care.	
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N Nkehli, Tel No: (036) 637 2111 All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag x 9928, Ladysmith, 3370.	
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- CLOSING DATE** : 30 June 2023
- POST 20/315** : **PROFESSIONAL NURSE SPECIALTY (ORTHOPAEDIC) REF NO: HLH21/2023**
Re -Advertisement
- SALARY** : Grade 1: R431 265 per annum, (all -inclusive package)
Grade 2: R528 696 per annum, (all –inclusive package)
- CENTRE** : Hlabisa Hospital
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification An Appropriate National Diploma / Degree in Nursing, Minimum of 4 years as Professional Nurse, One (1) year Post basic qualification in Orthopedic Nursing Science, **Grade 1:** A minimum of Four (4) years Appropriate Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus (1) one year Post Basic qualification in Orthopedic Nursing Science. **Grade 2:** A minimum of fourteen (14) years appropriate / Recognizable working Experience in nursing after registration as Professional Nurse with SANC in General Nursing. At Least Ten (10) years of the period referred above must be appropriate / Recognizable working Experience in the specialty after obtaining the (01) one year Post Basic qualification in Orthopedic Nursing Science. Only shortlisted candidates will attach /submit proof Knowledge, Skills, Training & Competencies Required: Knowledge of Nursing Care, Process and Procedures, Nursing statutes and other relevant Legal frameworks, such As Nursing Acts , Patient Right Charter, Batho Pele Principles , Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving, Co –ordination, Liaisons and interpersonal Skills within the limits of the Public Sector. Personnel Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/ his duties, while managing High standards of performance including for others. Assist in the coordination and implementation of the National Core Standard in A&E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor, Ensure adherence to principle of IPC practices in the unit. Assist with the allocation/ change list, day and night duty rosters and inputs for leave. Assist in orientation, and monitoring of all Nursing staff. To complete patient related data and partake in research. Demonstrate effective communication with patients and families with the multi- disciplinary team and other Department within the Hospital. Ensure accurate record keeping for static purposes. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the health facility.
- ENQUIRES APPLICATIONS** : Mrs B.S.V Ndlovu Tel No: (035) 838 8610
The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83),Which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is

to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/316** : **PROFESSIONAL NURSE – SPECIALTY (ICU) REF NO: HLH22/2023 (X1 POST)**
Re -Advertisement
- SALARY** : Grade 1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all –inclusive package)
- CENTRE** : Madwaleni Clinic
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification, An Appropriate National Diploma / Degree in General Nursing and Midwifery, Plus one (1) year Post Basic Qualification in Medical and Surgical Nursing Science (Critical Care Nursing- General). Critical Care Nursing Minimum of 4 years Working Experience in General Nursing after Registration as Professional Nurse. **Grade1**: A minimum of Four (4) years appropriate / Recognizable Working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus one (1) year Post Basic qualification in Medical and Surgical Nursing Science (Critical Care Nursing- General). **Grade 2**: A minimum of fourteen (14) years appropriate / Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least Ten (10) years of the period referred above must be appropriate / Recognizable working experience in the specialty after obtaining the (01) one year Post Basic Qualification in Medical and Surgical Nursing Science (Critical Care Nursing- General). Only Shortlisted candidates will attach /submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of Nursing care processes and procedures, nursing statues and other relevant legal frameworks. Good communication skills, verbal written. Co-ordination and liaison skills. Problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality Nursing care. Provide direct and indirect supervision of all Nursing Staff/Housing keeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective Communication patient and families with the multi-disciplinary team, other department within the Hospital. Assist with allocating /change list, day and night duty rosters and inputs for leave. Assist In record keeping and provide statistical information on training and staffing. To assist in EPMDS Valuation of staff and implement EAP. Assist in orientation induction and monitoring of all nursing Staff. To complete patient related data partake in research. Promote quality specialized nursing Care as directed by scope of practice and standards determined by the relevant specialty. To Assist With relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient Management of all resources. Liaise with professional Nurse in change in surgical high care / renal Unit. Allocation of staff on day and night duty within the Directorate in rotational basic. To nurse a Critically ill patient who is ventilated, on hemodialysis and continuous-venous hemodialysis. To Nurse all types of patients regardless of diagnoses according to disease profile within the Directorate. To nurse pediatric ventilated /high care patient in ICU within directorate. Maintain Professional growth /ethical standard and self-development.
- ENQUIRES** : Mrs B.S.V Ndlovu Tel No: (035) 838 8610
- APPLICATIONS** : The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83),Which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated detailed Curriculum Vitae (CV); and Z83 only shortlisted candidates will attach the documents. NB: It is the applicants' responsibility to have foreign Qualifications evaluated by South African Qualifications Authority (SAQA) Faxed or emailed applications will not be

accepted. Contactable and verifiable References must be included in the C.V. The reference number of the Post must be included in the Z83.NB: Failure to comply with the above instructions may disqualify the applicants. Please note those applications will not be acknowledged. However, every Applicant will be advised of the Outcome of his or her application, in due course. [This Department Is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in Allow occupational Categories in the Department. The Kwa-Zulu Natal is an equal opportunity, affirmative action employer it is intended to promote respectively through the filling of these posts. The candidates of person whose appointments/transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 26 June 2023
- POST 20/317** : **CLINICAL NURSE PRACTITIONER REF NO: HLH23/2023 (X1 POST)**
- SALARY** : Grade1: R431 265 per annum, (all- inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
- CENTRE** : Kwamsane Clinic
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification, an with Midwifery, Plus one (1) year Post Basic Qualification in Curative skills in primary Health Care Accredited with the SANC. Minimum of 4 years recognizable experience in Nursing after Registration as a Professional Nurse with SANC in General Nursing **Grade 1:** A minimum of Four (4) years Appropriate / Recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Post Basic qualification with duration of at least one (1) year in Curative Skills in Primary Health care accredited with the SANC. **Grade2:** A minimum of fourteen (14) years Appropriate / Recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least Ten (10) years of the period referred to above must be Recognizable experience after obtaining the (01) one year Post Basic qualification in the relevant Specialty. Only shortlisted candidates will attach /submit proof Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Acts, Health Act, Patients' Rights Charter, Batho-Pele Principles in Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problems solving abilities. Empathy and counseling skills and knowledge. Financial management skills and budgeting knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.
- DUTIES** : Ensure the provision of Nursing Care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deals with grievances and labour relations issues in terms of laid down procedures/ policies. Ensure the supervision and provision and basic patient's needs. Promote preventive and promote Health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, Implementation of programs and evaluation of patient" clinical conditions. Attend and participate in Doctor's visits. Health education of patient, staff and public. Assessing in-service training needs, Planning and implementation training programs. Assist patients and families to develop a sense of Care.
- ENQUIRES APPLICATIONS** : Mrs G.P Mngomezulu Tel No: (035) 838 8664
The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
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- CLOSING DATE** : 26 June 2023
- POST 20/318** : **CLINICAL NURSE PRACTITIONER REF NO: HLH24/2023 (X1 POST)**
- SALARY** : Grade1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
- CENTRE** : Mtuba Mobile
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification, An Appropriate National Diploma / Degree in General Nursing with Midwifery, Plus one (1) year Post Basic Qualification in Curative skills in primary Health Care accredited with the SANC. Minimum Of 4 years recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 1:** A minimum of Four (4) years appropriate / Recognizable experience in nursing After registration as Professional Nurse with SANC in General Nursing. Post Basic qualification with duration of at least one (1) year in Curative Skills in Primary Health care accredited with the SANC. **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 Ten (10) Years of the period referred to above must be Recognizable experience after obtaining the (01) One year Post Basic qualification in the relevant specialty. Only shortlisted candidate's will Attach/submit proof. knowledge, skills, training & competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Acts, Health Act, Patients' Rights Charter, Batho-Pele Principles in Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problems solving abilities. Empathy and counseling skills and knowledge. Financial management skills and budgeting knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.
- DUTIES** : Ensure the provision of Nursing Care through adequate supervision. Ensure the Efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous Stores. Deals with grievances and labour relations issues in terms of laid down procedures/ Policies. Ensure the supervision and provision and basic patient's needs. Promote preventive and Promote health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, Implementation of programs and evaluation of patient" clinical conditions. Attend and participate in Doctor's visits. Health education of patient, staff and public. Assessing in-service training needs, Planning and implementation training programs. Assist patients and families to develop a sense of Care.
- ENQUIRES APPLICATIONS** : Mrs. .G.P Mngomezulu Tel No: (035) 838 8664
The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
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- CLOSING DATE** : 26 June 2023
- POST 20/319** : **CLINICAL NURSE PRACTITIONER REFNOHLH25/2023 (X1 POST)**
- SALARY** : Grade1: R431 265 per annum, (all- inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
- CENTRE** : Madwaleni Clinic
- REQUIREMENTS** : National Senior certificate (Grade 12) or equivalent qualification, an Appropriate National Diploma / Degree in General Nursing with Midwifery, Plus one (1) year Post Basic Qualification in Curative skills in primary Health Care accredited with the SANC. Minimum Of 4 years recognizable experience in Nursing after registration as a Professional Nurse With SANC in General Nursing). **Grade 1:** A minimum of Four (4) years appropriate / Recognizable Experience in Nursing After registration as Professional Nurse with SANC in General Nursing. Post Basic Qualification with duration of at least one (1) year in Curative Skills in Primary Health care Accredited with the SANC. **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 Ten (10) Years of the period referred to above must be Recognizable experience after Obtaining the (01) One year Post Basic qualification in the relevant specialty. Only shortlisted Candidates will Attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, such as Nursing Acts, Health Act, Patients' Rights Charter, Batho-Pele Principles in Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problems solving abilities. Empathy and counseling skills and knowledge. Financial management skills and budgeting knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.
- DUTIES** : Ensure the provision of Nursing Care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deals with grievances and labour relations issues in terms of laid down procedures/ policies. Ensure the supervision and provision and basic patient's needs. Promote preventive and promote Health for clients. Evaluate and follow up patients during clinic visits. Initiate treatment, Implementation of programs and evaluation of patient" clinical conditions. Attend and participate in Doctor's visits. Health education of patient, staff and public. Assessing in-service training needs, Planning and implementation training programs. Assist patients and families to develop a sense of Care.
- ENQUIRES** : Mrs G.P Mngomezulu Tel No: (035) 838 8664
- APPLICATIONS** : The Human Resource Manager, Private Bag X5001, Hlabisa Hospital, 3937 Hand delivery applications may be submitted at Human Resource Office Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
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- CLOSING DATE** : 26 June 2023
- POST 20/320** : **PROFESSIONAL NURSE SPECIALITY- ACCIDENT & EMERGENCY UNIT REF NO: LRH 41/2023 (X3 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (employees must meet the Prescribed requirements), (Medical Aid Optional), 8% Inhospitable rural allowance. appropriate/recognizable experience after registration in the specialty is recognised to determine the salary on appointment. only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose.
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital
Grade1: Senior Certificate (Grade 12) or equivalent qualification Diploma/Degree in General Nursing and Midwifery. post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Emergency & Trauma Nursing Science or Intensive/Critical Care nursing science A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse and Midwifery Certificate of service endorsed by Human Resource Department. **Grade 2:** Senior certificate/Grade 12 or equivalent qualification Degree/Diploma in General Nursing and Midwifery. Current registration with SANC (2023). Post Basic qualification with a duration of at least one year in Emergency & Trauma Nursing Science or intensive/Critical care nursing science accredited with SANCA minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Emergency & Trauma Unit after obtaining the relevant 1 year post basic qualification required for the relevant specialty. certificate of Service endorsed by Human Resource Department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Experience .Knowledge of nursing care processes, procedures, nursing statuses and other relevant framework such as Nursing Act, Health Act, Public Service regulations, Disciplinary Code and Procedures in the Public Service Knowledge of Code of Conduct, Labour Relations, Conflict Management and Negotiation Skills Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients' Rights Charter Personal attributes, responsiveness, professionalism, supportive, and assertive
- DUTIES** : Provision of quality emergency nursing care through the implementation of standards and protocols. To develop and ensure implementation of nursing care plans. Identify patients for emergency medical and nursing interventions and initiation of resuscitation measures Provide comprehensive emergency care inclusive of womens health and other priority programs. Participate in disaster preparedness programs within the institution Manage and supervise effective utilization of all resources e.g. human, financial, material Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. To uphold the Batho Pele and Patients' Rights Charter Principles Implement Norms and standards to improve the quality of care Participate in staff, student and patient teaching. Evaluate patient care programmes from time to time and make proposals for improvement.
- ENQUIRIES APPLICATIONS** : Mrs. T. M Buthelezi Tel No: (036) 637 2111
All applications should be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
- FOR ATTENTION NOTE** : Mr S.L.Dlozi
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- CLOSING DATE** : 30 June 2023
- POST 20/321** : **CLINICAL NURSE PRACTITIONER REF NO: NMH/CNP/GRO/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum, Rural allowance 8%
Grade 2: R528 696 – R645 720 per annum, Rural allowance 8%
Other Benefits: 13th Cheque/ Service Bonus Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : Groenvlei Clinic
: **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC on general nursing. Plus 01 year post basic certificate **Grade 2:** Experience minimum of 14 years appropriate /recognizable experience in nursing after registration as professional nurse with SANC on general nursing of which at least 10 years must be appropriate /recognizable experience after obtaining the post basic qualification in primary health care. Standard 10 or Grade 12. Degree/Diploma in General Nursing, midwifery Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2023). Previous and current work experience /certificate of Service endorsed by your Human resource department. Knowledge, Skills, Training and Competencies Require Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programme nursing care processes and procedures nursing statutes and other related legal framework Knowledge and understanding of human right charter, Batho Pele principle and labour relations act. Knowledge Nursing act, health act occupational health and safety act, mental health act. Communication skills.
- DUTIES** : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre-retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records. Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme implement provider counseling and testing and Universal testing and treat as per guideline. Implement and achieve individual targets linked to 95-95-95 strategy increase positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving

recession in care .Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of maternal and child health programme indicators. Perform cervical cancer screening as per cervical cancer screening policy. Participate in the implementation of Youth Friendly Services. Stakeholder participation in the Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo. Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 rescue plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme. Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care: Patient complaints, Safety incidence and Patient Experience of care and Waiting times.Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

- ENQUIRIES** : Mrs GN Nkosi Tel No: (034) 331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private BAG X1004, Utrecht, 2980.
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/PHC2/2023) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). NB: Equity Target 1st Male African 2nd Male Indian 3rd Female Indian.
- CLOSING DATE** : 30 June 2023
- POST 20/322** : **CLINICAL NURSE PRACTITIONER REF NO: EDU 15/2023**
Component: Out-Patient Department
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
- CENTRE** : Edumbe Community Health Centre
- REQUIREMENTS** : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration

with SANC for 2023. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

ENQUIRIES : Ms BTN Kunene Tel No: (034) 995 8500/28 EXT 8567
APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46

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 (Form Z83), which is obtainable at any Government Department or from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target. 30 June 2023

CLOSING DATE :

POST 20/323 : **CLINICAL NURSE PRACTITIONER REF NO: EDU 16/2023**
 Component: Mobile 3 Clinic

SALARY : Grade 1: R431 265 – R497 193 per annum
 Grade 2: R528 696 – R645 720 per annum
 Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Edumbe Community Health Centre

- REQUIREMENTS** : An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current registration with SANC for 2023. Certificate of service from current and previous employers stamped and signed by the Human Resource Department. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health, and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
- ENQUIRIES** : Ms LT Msibi Tel No: (034) 995 8500/28 EXT 8528
- APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, Private Bag X322, Paulpietersburg, 3180 or be hand delivered at 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46
- 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 (Form Z83), which is obtainable at any Government Department Or from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The reference number must be indicated in the column provided on the Z83 e.g. Ref EDU 23/2013. The post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of applications received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please note that no S&T will be paid to candidates that are invited for interviews. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credit records, citizenship), and verification of Educational Qualifications by SAQA (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representation in all occupational categories in the department). The post will be filled in terms of the Employment Equity Target.
- CLOSING DATE** : 30 June 2023

POST 20/324 : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 76/2023**
 Department: Emergency Medicine

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

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

DUTIES : Render an optimal holistic quality specialized nursing care as directed by the scope of practice and standards determined by relevant specialty. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training. Ensure effective and efficient management of resources and availability of essential equipment. Attend to meetings, and assist with relief duties of supervision as assigned by the supervisor.

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

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

Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 30 June 2023
- POST 20/325** : **PROFESSIONAL NURSE SPECIALTY – ICU REF GJGM25/2023 (X1 POST)**
Component: Nursing Management Services
(Re-advertisement)
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant specialty (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse. Current registration with the S.A.N.C for 2023 **Grade 2:** Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic diploma in Nursing Qualification in the relevant specialty (Trauma or Intensive Care Nursing) with its duration on one (1) year accredited with SANC. A minimum of fourteen (14) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the one (1) year post-basic qualification in Maternity. Current registration with the S.A.N.C. for 2023. Recommendations: Knowledge of Nursing Care, Processes and Procedures, Nursing Statues and other relevant legal frameworks such as Nursing Acts, Health Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Codes and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a team player.
- DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Plan management according to identified problems. Ensure accurate record keeping for statistic purposes. Ensure adherence to the principles of IPC practices in the unit. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the co-ordination and implementation of the National Care Standards, Ideal Hospital Programmes in ICU and the Institution for better quality patient care. Maintain competence in the execution of his/her duties, while managing a high standard of performance including for others. Provision of optimal, holistic specialised critical nursing care with set standards within professional/legal framework. Be able to manage ventilated patients when necessary. Participate in formulation, analysis, implementation and monitoring of the unit objectives, policies and procedures.
- ENQUIRIES** : Matron TH Mthembu (Assistant Nurse Manager) Tel No: (032) 437 6111
- APPLICATIONS** : 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
- FOR ATTENTION** : Mr. T Latha
- 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** : 30 June 2023
- POST 20/326** : **PROFESSIONAL NURSE SPECIALTY- ADVANCED MIDWIFERY REF NO: MKU 01/2023**
- SALARY** : Grade 1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
13th Cheque, 12% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : Bethesda District Hospital - (Kwa Zulu - Natal)
: **Grade 2:** Grade 12 (Senior Certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery), Current registration with SANC as General Nurse and Advanced midwifery, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 1:** Grade 12 (Senior Certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery),Current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced midwifery) plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science(Advanced midwifery), Knowledge Skills Training And Competencies Required Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for obstetric unit. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Able to plan and organize own work and that of support personnel to ensure proper nursing. Demonstrate effective communication with patients, supervisors and other

clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Diagnose and manage obstetric emergencies in the absence of a Doctor e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Facilitate facility perinatal Mortality review or meetings. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

**ENQUIRIES
APPLICATIONS**

: Ms KB Mabika Tel No: (035) 595 3103
 : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970, Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.

NOTE

: The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s).

CLOSING DATE

: 26 June 2023

POST 20/327

: **PROFESSIONAL NURSE –SPECIALTY (PMTCT) REF NO: OTH CHC 17/2023 (X1 POST)**

SALARY

: Grade 1: R431 265 per annum. Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Othobothini Community Health Centre
 : Senior Certificate / STD 10/ Grade12. (Diploma/ Degree in Nursing and Midwifery. A Minimum of 4 years appropriate/recognizable experience after registration as a Professional nurse with SANC 2023. 1 year post basic qualification in advance Midwifery and Neonatal Nursing Science/Primary health Care accredited with SANC. Knowledge, Skills, Attributes And Abilities: Knowledge of legal prescripts regulating nursing practice, health services and public service at large. Ability to think critically in difficult situations and ability to make independent decisions. Strong communication of and presentation skills. An understanding of the challenge facing the public health sector. Ability to plan and prioritize work related matters and comply with time frames.

DUTIES

: Ensure that clinical strategies to manage health conditions contained under the PMTCT are implemented in all Institutions/facilities. Work closely with the stakeholders to facilitate the integration of the PMTCT activities into the MCWHN program. Primary prevention of HIV among women of reproductive

age during antenatal care, intrapartum, postpartum/natal care and other health service delivery points, including working with community structures. Mentor and support clinicians on matters pertaining to HIV in women and children. Integration of HIV care. Treatment and support of mothers and women affected by and infected with HIV conditions. Working with other stakeholders to deal to implement HIV/AIDS strategic plan at all levels of patient care. Participate in institution and perinatal review meetings. Assist the facility to develop quality improvement plans for the PMTCT and ensure their implementation. Ensure availability of PMTCT guidelines in all arrears of service. Participate in quality improvement programmes reviews e.g. Ideal Clinic, Mother Baby Friendly initiative with and the facility. Ensure highly motivated and well developed health care force by conducting trainings. Advocate for PMTCT and Nutrition issues in all health platforms. Plan, Organise and conduct community rallies and events that convey health messages and practises which support elimination of vertical transmission of HIV. Network with other district department and NGO's to provide support to the PMTCT Programme.

- ENQUIRIES** : Ms. N.I Mthethwa Tel No: (035) 572 5590 or 083 204 3264
- APPLICATIONS** : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X012, Jozini, 3969 or hand deliver to Othobothini CHC HR Department.
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-www.kzhealth.gov.za . Curriculum Vitae (CV) only. Applicants are not required to submit copies of ID.Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer such Documents will be required only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful,
- CLOSING DATE** : 26 June 2023
- POST 20/328** : **ASSISTANT DIRECTOR: DISTRICT INFORMATION OFFICER REF NO: UTHUK 20/2023**
- SALARY** : R424 104 per annum (Level 09), Plus 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements).
- CENTRE** : Uthukela District Office
- REQUIREMENTS** : Matric (National /Senior Certificate). Bachelor's Degree/National Diploma in Information Management or Information Technology. A minimum of 3 years appropriate/recognizable working experience in Technical / Scientific Health Data Management at a supervisory level. Valid Drivers' Licence Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Knowledge, Skills, Training and Competencies Required: Knowledge of legal prescripts regulating Public Service, Health Management and Information Management. Advance computer literacy: MS Office Software Applications. Working knowledge of PHC data analysis, compilation, collection, coordination and interpretation including 3 TIER.NET. Working knowledge and understanding of Web DHIS as well as the ability to manage the decentralized data process. Working knowledge and management of the HPRS, Synch, EVDS and Datacom programmes. Working knowledge of how to conduct health data surveys, sampling methods, interview techniques and scientific report writing. Ability to work in team and provide health professionals with data support system relevant to service delivery. Good communication skills, both verbal and written. Ability to think critically in difficult situations, plan, prioritise, make independent decisions and comply with timeframes. Sound project management and report writing skills. Managerial and facilitation skills.
- DUTIES** : Coordinate the total collection of quality health data as well as update; maintain the district health system and management information system databases. Coordinate, collect, compile analyse and interpret health data towards the improvement of health service delivery at the district level. Develops enabling models of data collection to deal with non-submission of important health data. Compile both summary and comprehensive health data and information reports on the status of health service delivery. Contribute. Oversee the

security of information and data by adhering to information storage and safeguarding policies. Provide technical and information advice and guidance to users to maximize available computer, equipment and information. Provide support and capacity building to various teams of health workers. Participate in district, sub district and institutional information management or performance review meetings. Participate in quality improvement programmes initiatives and reviews. Assist facilities with development of quality improvement plans for information management and ensure their implementation. Conduct facility data audits. Conduct on site in- service training and support visits to facilities under UThukela District. Perform other duties assigned by immediate supervision or other senior managers.

**ENQUIRIES
APPLICATIONS**

: Mr. M.A.C Asvat Tel No: (036) 631 2202 Ext. 101
 : All Applications Should Be Forwarded To: The Human Resource Manager:
 UThukela Health District Office, Private Bag X9958, Ladysmith 3370 or Hand
 Deliver to: 32 Lyell Street, Ladysmith 3370.

**FOR ATTENTION
NOTE**

: Deputy Director: HRM
 : 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 completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. African Males are encouraged to apply due to employment equity target. Please note that due to financial constraint no resettlement fees will be considered for payment to the candidates who are offered the positions.

CLOSING DATE

: 26 June 2023

POST 20/329

: **SENIOR HUMAN RESOURCE PRACTITIONER (HRD AND PLANNING)**
REF NO: ILE 09/2023 (X1 POST)
 Component: ILE: DIV: District HR Plan & Organ Improvement Coord

SALARY

: R359 517 per annum. Benefit:13thCheque, homeowner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

CENTRE

: Ilembe Health District Office

REQUIREMENTS

: Grade 12(senior certificate) Standard 10/or (Vocational National Certificate) National Diploma / Degree in Human Resource Management/Public Management or Public Administration or relevant equivalent qualifications. At least3-5 years appropriate experience in Human Resource Development. Computer Literacy certificate e.g. Ms. Office Software. Driver's license code 8 (B) or 10 (C1) previous and current work experience (certificate/s of service) endorsed and stamped by HR office (will be requested only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) recommendation PERSAL certificate/s, but not to be attached on application. Knowledge and understanding of Human Resource Management with emphasis on Human Resource Development and Planning. In depth knowledge of all relevant legislations, prescripts and white papers 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 Applications.

- DUTIES** : Develop, Implement and evaluate Human Resource Plan, Employment Equity Plan and Workplace Skills Plan for the district. Coordinate and monitor the implementation of the Human Resource Development (HRD). Strategies and conduct projects within the district: Internships, Bursaries, Work Integrated Learning, learnerships. Coordinate Trainings and manage training needs analysis for the district. Develop and maintain a database for HRD Training Programmes. Facilitate the development, implementation, monitoring and reviewing of skills development and leadership programmes for the district. Ensure compliance of EPMDS by institution within the district. Manage the implementation of Induction & orientation of staff for the district. Prepare and submit monthly, quarterly and annual training reports. Ensure the District Health Education Training and Development Committee is functional.
- ENQUIRIES** : Mr SB Mabika: Deputy Director: HRM Tel No: (032) 4373500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or Hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
- FOR ATTENTION** : Human Resources Management Department
- NOTE** : Directions to Candidates: The following documents must be submitted, The most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application, only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s)
- CLOSING DATE** : 26 June 2023
- POST 20/330** : **ENVIRONMENTAL HEALTH PRACTITIONER (WASTE MANAGEMENT OFFICER) REF NO: NDH08/2023 (X1 POST)**
- SALARY** : R359 622 per annum, Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE** : Northdale Hospital
- REQUIREMENTS** : Grade 12/Standard 10 Certificate, An appropriate Degree/National Diploma in Environmental Health, Current registration with HPCSA as an Environmental Health Practitioner/ or any relative regulatory body. A Valid code EB Driver's License. Recommendation: The employment equity target is an African Male/PWD. Knowledge, Skills and Competencies Required for the post: Bill of Rights, Occupational Health and Safety Act KwaZulu-Natal Health Act, National Health Act, Batho Pele, Problem Solving and Analysing and conflict management. Computer skills, Communication and Customer Focus and Responsiveness. Planning and Organizing and inter-relations skills. Possess technical and practical knowledge on Environmental Health, Possess in-depth knowledge on healthcare waste management. Possess in-depth Knowledge of legislative and policy framework informing the area of operation, Possess good analytical, negotiation, listening, planning and organizing. Possess good verbal and written communication skills, Possess good training skills.

- DUTIES** : Manage health care waste (including its budget) for the entire catchment of the facility including clinics, Ensure that all HCRW is weighed and recorded before removal and ensure that all HCRW has a tracking system, Keep proper records and a waste manifest for all HCRW streams, Establish and coordinate all activities of all institutional waste management committee including implementing committee resolutions and liaise with the institutional management and district office on all such activities, Report to institution la Management and District Management on the status of HRCW management, Ensure the implementation of all waste management principal, policies, legislation and standards and enforce compliance to all HCRW norms and standards. Develop and ensure the implementation of institutional waste management plan and monitor and evaluate its implementation. Submit waste management plans to institutional/District Management for approval. Identify training needs and conduct trainings/in-service training as required and oversee the training of all staff involved in waste management activities.
- ENQUIRES APPLICATIONS** : Mr. WL Malevu Tel No: (033)-387 9020
: All applications to be posted to: Attention Human Resource Department, Northdale Hospital Private Bag X9006, Pietermaritzburg, 3201 Or Hand Deliver To: 1389 Chota Motala Road, Pietermaritzburg,3201
- NOTE** : For Attention Note: The applicants must include only completed and signed new Z83, Obtained from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of identity Documents, Senior Certificate, and the highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview.
- CLOSING DATE** : 26 June 2023
- POST 20/331** : **SENIOR SUPPORT MANAGEMENT OFFICER REF NO: NGWE 77/2023**
Department: Admission & Discharge
- SALARY** : R359 517 – R420 402 per annum (Level 8). Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Senior Certificate / Grade 12. National Diploma in Public Management / Administration/ Office Management. 3-5 years recognizable experience in Patient Administration of which one year must be at a supervisory level. Knowledge, Skills, Attributes and Abilities Knowledge of the functions and regulations applicable to the area of operation. Applicable public service policies, legislation and procedures. Knowledge of office procedures, practices. Report writing. Staff supervision. Planning and organizing skills. Decision making skills. Communication skills. Problem solving skills. Computer skills.
- DUTIES** : Develop, implement and maintain Patient Administration Systems and Services for the Hospital to ensure quality standards are met. Ensure that patient information is maintained, stored and properly managed to enable the efficient retrieval and filing thereof. Application of risk management system in adherence with policies and procedures tabled by the Department. Assist with the collection and verification of patient related information/statistics and the development of reports in support of accurate and timeous management reporting processes. Conduct employee's performance reviews and compile reports. Ensure efficient, effective and economical utilization of resources allocated to the component including the development of staff.
- ENQUIRIES APPLICATIONS** : Mr PEZ Zulu Tel No: (035) 901 7060
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's

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

- CLOSING DATE** : 30 June 2023
- POST 20/332** : **FINANCE CLERK SUPERVISOR REF NO: EB12/2023 (X1 POST)**
- SALARY** : R294 321 – R334 194 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)
- CENTRE** : East Boom CHC
- REQUIREMENTS** : Senior Certificate (Grade 12, 3 to 5 years' experience in Budget and Expenditure Control Proof of previous and current work experience in Budget and Expenditure Control endorsed by your Human Resource Department will be required only from shortlisted candidates. Knowledge, Skills, Trainings And Competencies Required For The Post: Knowledge Of Public Finance Service prescripts, In-depth Knowledge of budgeting and expenditure control, Knowledge of MS office Software applications (MS Word, MS Excel, Power Point, Microsoft Outlook), Knowledge of Departmental and transversal systems e.g. (BAS and Vulindlela), Have report writing skills, Interpersonal and problem solving skills, Good Verbal and written communication skills, Good organizational and planning skills as well as ability to make independent decisions, Supervisory and Leadership skills, Ability to work under pressure.
- DUTIES** : Perform supervisory functions to budgetary and expenditure control, Authorize commitments, payments, debts and journals on BAS, Ensure that payments are processed within 30 days of receipt of invoice, Draw, analyse and report on expenditure trend within the CHC and clinics, Monitor spending trends and institute corrective measures e.g. journaling process and virements, Manage suspense account and maintain debt files, Manage petty cash, Enhance and Monitor the collection of Revenue, Consolidate monthly, quarterly and annual financial reports, Ensure compliance to internal control prescripts and policies, Ensure proper filing system and safekeeping of financial records, Assist with provision of responses to financial audit queries, Prepare and verify all finalised financial batches and forward to H/O voucher control, Monitor, train and develop staff under your supervision, Carry Out all responsibilities delegated by A.D Finance.
- ENQUIRIES** : Ms NF Cele Tel No: (033) 264 4938
- APPLICATIONS** : Applications to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201.
- FOR ATTENTION** : Human Resource Practices
- NOTE** : Please note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit fully completed Z83 form and detailed curriculum vitae, only shortlisted candidates will be required to submit documents. Target group for this post is an African Male.
- CLOSING DATE** : 26 June 2023

POST 20/333 : **LAUNDRY MANAGER REF NO: NGWE 80/2023**
Department: Laundry

SALARY : R241 485 – R281 559 per annum. Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

CENTRE REQUIREMENTS : Ngwelezana Hospital
: Senior Certificate/Grade12/Standard 10. 1-2 years administrative experience preferably laundry experience Knowledge, Skills, Attributes and Abilities Good communication and interpersonal relations. Labour relations practices. Basic computer literacy. Report writing. Basic hygiene principles. Ability to operate machinery. Batho Pele principles.

DUTIES : Oversee day-to-day smooth running of the laundry services. Implement and monitor laundry services guidelines compliance. Ensuring availability of adequate clean linen and clothing. Required to draw and implement plans for effective utilization of resources. Assess linen and patients clothing needs, identify items to be condemned and replacement of those items. Conduct stock take and compile monthly reports and report missing items. Communicate challenges with other heads of section and regional laundry services. Responsible to compile EPMDS documents and submit timeous including staff performance assessment. Identify staff training needs and close gaps. Ensuring IPC guidelines are practiced at all times together with Quality Improvement Plans. Ensuring servicing of all equipment. Implement strategies to improve service delivery. Order, monitor and reconcile stock consumables. Conduct audits/ assessment and draw/ implement improvement plans. Compile and review SOP. Communicate with inter/intra- government stakeholders. Ensuring functionality of equipment leasing with maintenance department for repairs and other jobs to be rendered. Participate effectively on all departmental programmes. Actively participate at laundry committee meetings.

ENQUIRIES APPLICATIONS : Mr. PEZ Zulu Tel No: (035) 901 7060
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

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

CLOSING DATE : 30 June 2023

<u>POST 20/334</u>	:	<u>ARTISAN PRODUCTION GRADE A, B (MECHANICAL) REF NO: NGWE 78/2023</u> Department: Maintenance
<u>SALARY</u>	:	Grade A: R220 533 – R244 737 per annum Grade B: R258 753 – R285 396 per annum Other Benefits: 13 th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Grade 10. Appropriate Trade Test Certificate in Mechanical in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan Grade A: At least 0-2 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Artisan Grade B: At least 14 years appropriate / recognizable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, Skills, Attributes and Abilities Sound knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, Interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air condition, as well as gas application and gas equipment. Good knowledge of legal compliance. Creativity and analytical thinking, problem solving and decision making skills. Ability to work in a team, be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skills.
<u>DUTIES</u>	:	Installation of HVAC and Refrigeration units, including electronic and mechanical components. Installation of HVAC ductwork including flexible tubing and sheet metal construction. Troubleshoot and repair HVAC units including electronic and mechanical components. Install or repair electrical connections to HVAC components. Install, inspect, maintain, modify, and repair a wide variety of heating, ventilating, refrigeration, and air conditioning systems, equipment, and controls. Diagnose electronic, electro-mechanical, electrical, and mechanical malfunctions. Make complex emergency repairs. Read, interpret, and work from blueprints, drawings, schematics, diagrams, sketches, and specifications. Learn characteristics of new systems and equipment of the heating and air conditioning trade and update skills to adapt to changing technology. Follow oral and written instructions. Work effectively and cooperatively with other personnel. Keep accurate records. Inspects, maintains, repairs and modifies hot water, high and low-pressure steam, and direct gas-fired heating, chilled water and direct expansion refrigeration and air conditioning, and ventilating systems, equipment, and controls, including pilots. Installs heating, ventilating, refrigeration, and air conditioning systems, equipment, and controls on new construction, alteration, improvement and rehabilitation projects. Read meters and gauges and records data such as temperature of equipment, hours of operation, fuel consumption, and temperature and analysis of fuel gases relays, coils, heating and condensate piping, controls, valves, compressors, fans, dampers, vents, blowers, pumps, burners, gauges, and traps. Calibrates and adjusts thermostats, valves, and controls to specified levels of operation. Reviews plans, blueprints, and specifications for heating and air conditioning projects to understand scope of projects and to recommend potential changes to supervisor. Answers trouble calls for emergency repairs to heating units, refrigeration, and air conditioning equipment. Maintains heating and air conditioning hand and power tools and equipment to ensure their safe and efficient operation. May assist in preparing material lists, estimating job costs, preparing job records, and maintaining an inventory of supplies and tools for assigned area/projects. May assist in planning and developing modifications to existing heating and air conditioning systems. May assign, review the work of, and provide training to personnel assigned to the unit in heating and air conditioning work. Effectively use test equipment Duties include performing skilled work in several of the mechanical or building trades which may include work in the mechanical, and electrical, trades. Repairs and maintains testing equipment and instruments. Performs related work as required. Considerable knowledge of the tools, equipment, materials, methods, and practices of several of the mechanical or related trades. Considerable knowledge of the hazards and safety precautions of the trades. Ability to locate and identify malfunctions or defections in equipment or apparatus and to make repairs. Ability to plan and supervise the work and instruct subordinate technicians and subordinates. Ability to establish and

maintain effective working relationships with client and maintenance personnel. Check equipment and operating systems and correct wherever necessary. Ensure mechanical operations, standards and controls are maintained at high quality.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 30 June 2023

POST 20/335

: **ARTISAN PRODUCTION GRADE A, B REF NO: NGWE 79/2023**
Department: Maintenance

SALARY

: Grade A: R220 533 – R244 737 per annum
Grade B: R258 753 – R285 396 per annum
Other Benefits 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional).

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: Grade 10. Appropriate Trade Test Certificate in Mechanical in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan Grade A: At least 0-2 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Artisan Grade B: At least 14 years appropriate / recognisable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, Skills, Attributes and Abilities Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Analytical skills. Customer focus and responsiveness Communication. Computer skills. Planning and organizing.

DUTIES

: Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc. and for the improvement of existing service. Undertake technical and other such investigations as required by the Artisan Foreman / 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 workplace/workshop is carried out properly. Exercise control of Tradesman Aid and Handyman. Exercise control over equipment/tools and keep them in good working. Keep up to date and current equipment register. Be responsible for materials issued and completing of jobs. Always adhere to safe working practice (in according to the O.H & S Act 85/1993). Attend safety and practical orientated training courses and lectures. To perform standby duties and after hours calls outs, these duties at times can include the duties associated with other trades such as the 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.

**ENQUIRIES
APPLICATIONS**

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

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 30 June 2023

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).
- FOR ATTENTION** : Mrs. R. Booysen
- CLOSING DATE** : 30 June 2023
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at **www.dpsa.gov.za-vacancies** or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed, e-mailed or late applications will be accepted. 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 accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. For the Senior Manager a further requirement for all applicants is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Management Leadership Programme *Certificate for entry into the SMS*. Applicants applying for the Senior positions must note that 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 the competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

MANAGEMENT ECHELON

- POST 20/336** : **SENIOR MANAGER: INFORMATION SECURITY REF NO: OTP/IT/SM/IS/2023**
Re-Advertisement
- SALARY** : R1 162 200 per annum (Level 13), (an all-inclusive salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : A Bachelor Degree/BTech or Advanced Diploma qualification (NQF level 7) as recognized by SAQA in Project Management, Information and Communication Technology and or Computer Science. A certificate, diploma and or postgraduate qualification in cyber security / information security will be an advantage; 5 to 10 years' experience at middle and or senior management level in the relevant Information Technology environment. Competencies: Strategic Leadership Capability. Programme and Project Management. Change Management and Digital Transformation. Financial Management. People Management, Empowerment and interpersonal skills. Knowledge Management. Service Delivery Innovation (SDI); Client orientation and customer focus; Good verbal and written communication skills; Honesty and

integrity; Problem solving, Analytical thinking and Strategic thinking; Knowledge of the functioning of the Provincial Government; Knowledge of Information Technology policy research, analysis and development; Knowledge and understanding of Government priorities; Good understanding of legislative frameworks governing Information Technology; Computer literacy a valid driver's license are further prerequisites.

DUTIES

: The successful candidate will be responsible for the following main functions: Develop, implement, maintain and monitor Information Security Policies, standards and procedures for NCPG in line with the provincial 4IR aspirations; Liaise with the ITSSC team to ensure alignment between the security and enterprise architectures, thus co-ordinating the strategic planning implicit in these architectures; Conduct Information Security Risk Assessments; Conduct information security and risk management user-awareness training to all NCPG Departments; Consult with IT and security staff to ensure security is factored into the evaluation, selection, installation and configuration of hardware, applications and software; Assist in the development and implementation of the NCPG ITSSC strategic plan, annual and operational plans; contribute to the business strategy formulation processes; Render advice to senior management on relevant technology trends and their applicability to business enhancement and information security; Develop Information Security Improvement Strategies for NCPG; Develop Information Security Risk Mitigation Strategies for NCPG; Develop and maintain NCPG Information Security Policy; Facilitate information security governance; Establish Information Security Steering Committee; Facilitate information security Governance and implementation of and adherence to the policies and strategies as contained in the different plans and policies; Oversee the management of business agreements (BAs) and Service Level Agreements (SLA's) of suppliers of Information Management and Information Security goods and services; Liaise among the Information Security team and corporate compliance, audit, legal and HR management teams as required; Ensure that all business project/initiatives developed within NCPG include adequate security controls; Manage security issues and incidents, and participate in risk management forums; Recommend and co-ordinate the implementation of technical controls to support and enforce defined security policies.

ENQUIRIES

: Mr. C. Vala Tel No: (053) 838 2744

POST 20/337

: **SENIOR MANAGER: INFRASTRUCTURE AND SUPPORT SERVICES REF NO: OTP/IT/ISS/2023**
Re-Advertisement

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum (Level 13), (an all-inclusive salary package)
: Kimberley
: A Bachelor Degree/BTech or Advanced Diploma qualification (NQF level 7) as recognized by SAQA in Project Management, Information and Communication Technology and or Computer Science. A postgraduate qualification will be an advantage; 5 to 10 years' experience at middle and or senior management level in the relevant Information Technology environment. Competencies: Strategic Leadership Capability. Programme and Project Management. Change Management and Digital Transformation. Financial Management. People Management, Empowerment and interpersonal skills. Knowledge Management. Service Delivery Innovation (SDI); Client orientation and customer focus; Good verbal and written communication skills; Honesty and integrity; Problem solving, Analytical thinking and Strategic thinking; Knowledge of the functioning of the Provincial Government; Knowledge of Information Technology policy research, analysis and development; Knowledge and understanding of Government priorities; Good understanding of legislative frameworks governing Information Technology; Computer literacy a valid driver's license are further prerequisites.

DUTIES

: The successful candidate will be responsible for the following main functions: Provision and management of IT Network Services and Infrastructure to NCPG; Maintain and installation of computing on all end user devices for NCPG users; Management and operation of all physical ICT building facilities within the ITSSC environment and Data centres; Manage IT Infrastructure and houses all transversal and local technologies; Ensure effective and efficient support for all ICT related requirements within the NCPG; Assist with the development and implementation of the NCPG ITSSC Strategic, Annual and Operational Plans; Contribute to the business strategy formulation processes;

Render advice to senior management on relevant technology trends and their applicability to business enhancement; Establish an Information Management Plan, Information Technology Plan and Operational Plans to give effect to the strategic direction and Management Plans and Business Processes; Oversee the development of supportive information management and information technology enabling policies, regulations, norms, guidelines, best practices and procedures; Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans and policies; Create an enabling ICT environment for other managers to perform their functions more effectively and efficiently; Ensure confidentiality and reliability of proprietary information and intellectual property; Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization; Oversee the management of business agreements (BAs) and Service Level Agreements (SLA's) of suppliers of Information Management and Information Technology goods and services; Facilitate the development and implementation of enterprise architecture; Oversee the Directorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.

ENQUIRIES : Mr. C. Vala Tel No: (053) 838 2744

OTHER POSTS

POST 20/338 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DD/LR/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs).

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of a Degree /BTech or Advanced Diploma (NQF 7) in Labour Relations/Public Management/Human Resource Management/ Employment Relations/ LLB. Candidates must also have a minimum of 3 years Employment Relations experience on a Junior Management level. A valid driver's license. Competencies: Applicant must have extensive knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation/ policies, Policy/ guideline formulation. Computer literacy, Organizing, Analytical and Problem solving. Reporting procedures, compilation of management reports, Research Methodology, Project Management, Policy Research, and Analysis. The ability to interpret and apply legislation policies, and manage conflict situations effectively; Good leadership and managerial skills; planning and organisational skills; formal presentation skills, good communication skills and report writing; Research methodology, computer literacy. Ability to communicate ideas and issues in a tactful, influential manner and to work under pressure.

DUTIES : Coordinate the implementation and promotion of Employment Relations programmes and interventions in the Department. Coordinate the finalization of all grievances and complaints received from employees in the Department. Coordinate and facilitate the finalization of all dispute cases in the Department. Provide training and advocacy on labour matters in the Department. Represent the Department in all disputes referred to the General Public Service Sectorial Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Manage the resources within the Labour Relations Unit. Co-ordinate and support role is inter-alia responsible for Provincial Monitor, Coordinate, Advise and provide Support to the Department and Provincial Departments on the implementation of employee relation services; ensuring provincial adherence to appropriate procedures in dealing with grievances and disciplinary issues; and manage departmental and provincial dispute resolutions. Monitor progress in achieving the target in finalising disciplinary cases as well as disputes and grievances, the Office of the Premier. Provide a provincial report on a quarterly basis to FOSAD, the DPSA and the National Labour Relations Forum.

ENQUIRIES : Ms. T. Swartz Tel No: (053) 838 2448

POST 20/339 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENTS MONITORING REF NO: AD/SDIM/2023 (X2 POSTS)**

SALARY : R424 104 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS :

Applicants must be in possession of an appropriate Bachelors Degree/ BTech Degree or Advanced Diploma (NQF level 7) in Public Management/Administration; Statistics or Information Management coupled with 3-5 years' proven experience in the relevant field. Competencies: Knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation, as well as knowledge of data management and analysis. The candidate should have proven skills in collecting and analyzing data from varying data sources. Supported by communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in MS-EXCEL, MS-WORD, MS-PowerPoint. The post requires a person with proven organizing and administration capabilities, coupled with strong interpersonal relationship skills and dealing with stakeholders ability to work under pressure with multiple deadlines and maintaining confidentiality.

DUTIES : The successful candidate will be responsible for the following: Assist with tracking of provincial performance relating to service delivery and government priorities. Contribute to the development of integrated analytical (quantitative and qualitative) performance assessment reports on the implementation Government and Provincial priorities and service delivery improvements. Track progress at the coalface of service delivery to assess real change and improvement on the lives of citizens through the Frontline Service Delivery Programme (FSDM) and Citizen Based Monitoring (CBM). Develop tracking tools for the monitoring and implementation of Conditional Grants, FSDM and CBM. Assist with the triangulation of data from different M&E systems, as well as external M&E systems. Assist with data capturing and data analysis for conducting evaluations. Facilitate the development and implementation of Provincial Evaluation Plans (PEP) in line with the National Evaluation Policy Framework (NEPF) and evaluation guidelines. Assist in capacity building programmes and operational planning and preparation of reports for presentation at provincial forums and structures.

ENQUIRIES : Ms. P. Nogwili Tel No: (053) 838 2358

POST 20/340 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION TECHNOLOGY SHARED SERVICES CENTRE REF NO: SAO/ITSSC/2023**

SALARY : R359 517 per annum (Level 08)
CENTRE : Kimberley
REQUIREMENTS :

Applicants must be in possession of a National Diploma (NQF Level 6) in Public Management/Administration or equivalent qualification as recognised by SAQA. Candidates must also have a minimum of 3-5 year's relevant experience in Office Management/Administration. Competencies: Extensive knowledge of the functioning of Provincial Government; Knowledge of the Financial, procurement systems and the relevant policies, Record keeping, Data System maintenance. The ability to interpret and apply policies, and manage conflict situations effectively; Ability to compile submissions, reports and to properly accurately record minutes and decisions at meetings, problem solving; Ability to communicate ideas and issues in a tactful, influential manner, to work independently and under pressure.

DUTIES : Render general administrative support services such as the: Drafting of memorandums, letters and submissions; Keeping records, registers and statistics; Handling and updating files; Updating of database: Prepare documentation and co-ordinate all logistics for meetings, e.g. management meetings, presentations, etc. Compile minutes of meetings; Oversee and facilitate travel and accommodation arrangements; Check reports submitted for correct format, etc. Render financial and logistical support services to the Unit Head and Assistant Manager(s) within the Unit: Provide support in the arranging of workshops, seminars, meetings conferences, etc. Oversee the procurement of standard items, such as stationary, etc. Oversee/handle subsistence and travel claims; Provide support in the processing of expenditure claims; Liaise with management and track submissions; Supervision of subordinates; Handle enquiries, e.g. from the Public; Remaining abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr. M. Segrys Tel No: (053) 838 2921

POST 20/341 : **PERSONAL ASSISTANT: POLICY AND PLANNING REF NO: PA/P&P/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : Applicants should be in possession of a Secretarial Diploma or equivalent qualification (NQF level 6). A minimum of 3 years' experience in rendering support service to senior management. Competencies: The following key competencies and skills are required for the position: Office administration skills; Computer literacy; Good interpersonal skills, Proficiency in communication both verbal and written skills; Ability to prioritise and handle confidential matters; Be able to function and work under pressure; Possess good minute taking and report writing skills; Be able to perform administrative tasks in accordance with regulatory framework relating to general office administration; Have an understanding of the ethical standards & Minimum Information Security Standards (confidentiality, security clearance); Self-Management and motivation; Computer skills; Problem-solving skills; Planning & Organizing skills; Be able to pay attention to detail.

DUTIES : The successful candidate will be responsible for the following duties: Provide secretarial/reception services to the Chief Directorate, Record the engagements of the Chief Directorate. Render administrative support services, make travel and accommodation arrangements and Fill in the relevant requisition forms for the procurement of goods and services by the Financial Unit. Provide support to the Chief Directorate regarding meetings or events. Support the Chief Directorate with the administration of the allocated goods and services budget by monitoring expenditure and alert managers of possible over or under-spending. Keeping record of decisions, and actions within the Chief Directorate including decisions relevant to the unit concerning other stakeholders. Ensure the effective flow of information and document management to and from of Chief Directorate. Collect, analyse, collate information, draft letters, and draft reports, document and prepare presentations as and when required by the Chief Directorate.

ENQUIRIES : Advocate T. Binase Tel No: (053) 838 2541

POST 20/342 : **ACCOUNTING CLERK: SUPPLY CHAIN MANAGEMENT REF NO: AC/SCM/2023**

SALARY : R202 233 per annum (Level 05)
CENTRE : Kimberley
REQUIREMENTS : Applicants must be in possession of a Senior Certificate or an appropriate equivalent qualification. Candidates must have experience between 0 – 2 years in the financial environment. Competencies: The following key competencies will serve as a strong recommendation: Basic knowledge of financial functions, practices as well as the ability to accurately capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury regulations (PFMA, PPPFA, PSA, PSR); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc); Have good written and verbal communication skills, basic interpersonal relations, accuracy, planning and organizing, computer literacy; The ability to operate office equipment and perform routine tasks; Be able to function under pressure and work within a team or independently.

DUTIES : The successful candidates will be responsible for the following: Receive requests from the end user. Request quotations using the database (CSD) and evaluate quotations in line with prescribed legislation. Capture requests for the procurement of goods and services on financial system (LOGIS). Capture monthly commitments. Receive invoices from suppliers. Check the invoices and the order to ensure that invoice is for what is ordered. Payment preparation of invoices presented for payment and capturing of payments on LOGIS; Follow-up on outstanding orders; Attend to internal and external SCM related queries.

ENQUIRIES : Ms. E Appies Tel No: (053) 838 2927

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

CLOSING DATE : 26 June 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 20/343 : **DIRECTOR: AGRICULTURAL SKILLS DEVELOPMENT REF NO: AGR 31/2023**

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate degree (NQF 7) as recognised by SAQA; 6 years of experience at a middle management level; Valid driver's license, or alternative mode of transport for people with disabilities. Recommendation: Proficient in two of the official languages of the Western Cape Province; and post-graduate qualification in Education Business Management and/ or Public Administration. Competencies: Good knowledge of policy development processes regarding training; Knowledge of strategic management; Knowledge of people management and development; Good communication skills; and good interpersonal skills.

DUTIES : Line Management; Strategic Management; Financial Management; People Management; Manage and develop relevant quality training programmes; and client service/ stakeholder management and engagement/ liaison.

ENQUIRIES : Mr D Jacobs Tel No: (021) 808 5013

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

OTHER POSTS

POST 20/344 : **PROJECT MANAGER: RURAL DEVELOPMENT (ELSENBURG) REF NO: AGR 32/2023**

SALARY : R811 560 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of Agriculture, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Public Administration, Business Administration or Social Science; A minimum of 3 years management level experience in project planning, management and coordination; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Community and/or stakeholder liaison in a development environment; Community development and social cohesion initiatives. Competencies: Knowledge of the following: South African rural socio-economic context; Public Finance Management Act; Strategic management procedures; Labour relations Act; Public service and procedures; Supply chain management; Skills needed: Proven computer literacy; Written and verbal communication; Project management; Accounting, finance and audit; Information technology; Economic and financial analysis; Legal administration; Strategic planning.
- DUTIES** : Manage and achieve the targets of the sub-programme towards economic development in rural areas; Manage and achieve the targets of the sub-programme social facilitation towards the improvement of socio-economic development in rural areas; Manage and achieve the targets of the sub-programme to enhance the image and socio-economic conditions of agri-workers; Promote internal and external integration for the department; Provide human resource management, financial management and strategic management.
- ENQUIRIES APPLICATIONS** : Ms J Pandaram Tel No: (021) 808 5362
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 26 June 2023
- POST 20/345** : **LECTURER: EXTENSION (ELSENBURG) REF NO: AGR 35/2023**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience. Recommendation: Working knowledge of extension interventions and project management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Proven knowledge of Agricultural Extension; Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES APPLICATIONS** : Ms N Chokoe Tel No: (021) 808 7049
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by

the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 26 June 2023

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 26 June 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/346 : **ASSISTANT DIRECTOR: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 23/2022 R1**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) majoring in Information Management Systems; A minimum of 3 years supervisory experience in archival, records management or electronic content management. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Qualification in Archives and Records Management. Knowledge of managing electronic records, database and systems. Competencies: Knowledge of the following: Managing electronic databases; Automated storage and retrieval systems, electronic records, database design and electronic publications; Legislation, policies and procedures of the Western Cape Archives and Records Service; Relevant Public Management practices; Financial Management and supply chain management services; Public service reporting structures; Strategic planning; Meeting procedures; Skills needed: Organising, problem solving, research; Communication (written and verbal).

DUTIES : Management and administration of the E-Records Management Division; People management; Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Guides and directives: Compilation and updating of electronic records management.

ENQUIRIES : Ms N Dingayo Tel No: (021) 483 0452

POST 20/347 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSET MANAGEMENT REF NO: CAS 19/2022 R1**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Tertiary qualification in Finance or Accounting; Experience in an asset management environment, warehouse management or inventory management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to

transport, may also apply. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management Prescripts; Financial Accounting; Asset Management framework; LOGIS system (Asset Management sections) or any Other Asset Management system. Computer literacy in MS Office Package (Word, Excel, PowerPoint, outlook); Ability to work independently and as part of a team; Communication skill (written and verbal).

DUTIES : Render administrative support; Check and issue furniture, equipment and accessories to components and individuals; Updating of the asset register regarding disposals; Asset verification; Drafting of submissions, circulars, minutes and agenda's.

ENQUIRIES : Ms L Sawall Tel No: (021) 483 8032

POST 20/348 : **ADMINISTRATION CLERK: LIBRARY SERVICE (VANRYHNSDORP) REF NO: CAS 27/2023**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Department of Cultural Affairs and Sport, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant library experience. Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset management; Office administration; Data capturing; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Numeracy and statistics.

DUTIES : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

ENQUIRIES : Mr S Booysen Tel No: (021) 483 2332

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 26 June 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 20/349 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DEDAT 10/2022 (X2 POSTS)**

SALARY CENTRE : R359 517 per annum (Level 08)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years administrative experience in a Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act; Supply Chain Management; Procurement prescripts; Skills needed: Proven computer literacy; Communication (written and verbal); Ability to work independently and as part of a team; Report writing; Problem solving; Analytical; Planning and organising.

- DUTIES** : Provide the following services: Demand management; Acquisition management; Contract management; Logistics and payment; File and database management; General administration.
- ENQUIRIES** : Mr M Hartman Tel No: (021) 483 9148

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 June 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 20/350** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): COASTAL MANAGEMENT REF NO: EADP 21/2023**

- SALARY** : R451 587 per annum, (OSD as prescribed)
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree in Natural, Environmental or Engineering Sciences (or an equivalent qualification); A valid (Code B) driving license. Recommendation: Working knowledge and relevant experience of the following: Estuarine and / or Coastal and / or Environmental Management; Estuary, coastal and environmental legislation, policies and regulations; Project Management; Willingness to travel within the Western Cape. Competencies: Knowledge of the following: Coastal, environmental and estuary management; Relevant coastal, environmental and estuary legislation; Project management; Facilitation / stakeholder engagements; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Excellent communication and presentation skills (written and verbal); Information technology; Excellent report writing skills which include drafting of correspondence, comments on applications, drafting of law, policies, guidelines etc.; Ability to work independently and as part of a team.

- DUTIES** : Support the implementation of the Provincial Estuarine Management Programme which gives effect to the NEM: ICM Act: National Estuarine Management Protocol; Supporting the administration and implementation of the NEM:ICMA and other applicable legislation, regulations, policies and strategies pertaining to coastal management; Providing technical advice in support of the administration and implementation of NEM:ICMA and other applicable legislation, policies and strategies pertaining to coastal and estuary management; Support compliance and enforcement of NEM:ICMA; Supporting the development and implementation of provincial and municipal coastal management programmes and projects; Conducting research and assist with the development of coastal management and estuary management related policies, programmes and projects; Driving initiatives to enable mainstreaming of coastal and estuary management into provincial and local governmental programmes.

- ENQUIRIES** : Ms M Laros Tel No: (021) 483 5126

- POST 20/351** : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: EADP 22/2023 (X4 POSTS)**
12 Month Contract Period

- SALARY** : R451 587 per annum, (OSD as prescribed)
- CENTRE** : Environmental Affairs and Development Planning, Western Cape Government

<u>REQUIREMENTS</u>	:	4-year Degree or equivalent qualification in Natural or Environmental Sciences; Registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA) as an Environmental Assessment Practitioner or South African Council for Natural Scientific Professions (SACNASP); A valid driving license. Recommendation: Relevant experience in Environmental Impact Assessment. Competencies: Knowledge of the following: The integrated environmental management process; Applicable environmental legislation, National and Provincial policies; Biophysical, social, cultural and heritage and the economic environments; The functioning of comparative ecosystems, social interactions and other environmental aspects; Methodologies and techniques for the evaluation of Environmental Impact Assessments; Methodologies and techniques for the evaluation of environmental management plans, as well as environmental monitoring and auditing; Policies, environmental related legislation and environmental matters in the region; Related sectors/ fields e.g. mining, agriculture, water industry, forward planning, town and regional planning; Computer Literacy(MS Word, Excel); Communication skills (written and verbal); Information technology; Project Management; Time management; Analytical skills.
<u>DUTIES</u>	:	Provision of technical /procedural advice and support to organs of state relating to EIA/ impact management, including: Advice relating to EIA Pre-Application and application processes; Development of guideline documents and capacity building material aimed at support to organs of state (in liaison with the Development Management Directorate); Assisting with/contributing to engagements with assigned Municipalities as per the Department's Municipal Outreach Programmes (MOPs); Participating in Environmental Capacity building activities that relates to the implementation of the NEMA EIA regulations, in order to promote compliance with legislative requirements; Land Assembly Services to Organs of State, including: Utilising GIS as a tool, to screen assigned properties from an environmental perspective to identify possible EIA triggers; During the 12-month contract, the team must screen over 1,200 sites; Site visits to confirm conditions, as instructed; Liaison with relevant organs of state to facilitate screening and environmental impact management in general; Report writing in terms of environmental screening outcomes; Assisting with promoting proactive environmental impact management, including but not limited to the adoption of ad-hoc urban areas, development setback lines and the like; General land assembly support services, as instructed.
<u>ENQUIRIES</u>	:	Ms T Jordan Tel No: (021) 483 4093
<u>POST 20/352</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): SPECIALISATION IN WETLANDS OR BIODIVERSITY REF NO: EADP 23/2023 (X2 POSTS)</u> 12 Month Contract Period
<u>SALARY CENTRE REQUIREMENTS</u>	:	R451 587 per annum, (OSD as prescribed) Environmental Affairs and Development Planning, Western Cape Government
<u>DUTIES</u>	:	4-year Degree or equivalent qualification in Natural or Environmental Sciences; A valid driving license. Recommendation: Registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA) as an Environmental Assessment Practitioner; Experience in environmental impact assessment. Competencies: Knowledge of the following: The integrated environmental management process; Applicable environmental legislation, National and Provincial policies; Biophysical, social, cultural and heritage and the economic environments; The functioning of comparative ecosystems, social interactions and other environmental aspects; Methodologies and techniques for the evaluation of Environmental Impact Assessments; Methodologies and techniques for the evaluation of environmental management plans, as well as environmental monitoring and auditing; Policies, environmental related legislation and environmental matters in the region; Related sectors/ fields e.g. mining, agriculture, water industry, forward planning, town and regional planning; Ability assess the condition of wetlands/biodiversity on site in order to provide a specialist's opinion. Management of EIA Applications and Directives, including the development of Environmental Authorisations, conditions of authorisations/directives and exemptions, which would include the following: Implement the administration (process) of applications submitted by Organs of State in terms of the NEMA: EIA Regulations, Section 30A Regulations and ECA: OSCA Regulations;

Administer (process), implement and recommend decisions on applications that require authorisation in terms of NEMA and the NEMA: EIA regulations; Take responsibility for the management of EIA process assigned applications for environmental authorisation; Ensure quality and productivity of work produced; Facilitate coordination and cooperation between organs of state in the consideration of environmental impact assessment applications; Manage and resolve conflict in EIA regulatory processes where required; Management and provision of technical /procedural advice relating to non-applications, which would include: Provide support and technical / procedural advice to Organs of State with regards to environmental impact management; Assess and provide written comment to Organs of State in terms of assigned non-applications to determine the applicability of NEMA EIA Regulations; Assist with promoting pro-active environmental impact management, including but not limited to the assessment of applications or advice relating to the adoption of ad-hoc urban areas /development set back lines and the like; Support, advice and capacity building: Provide specialist advice to external clients and staff in terms of NEMA and the EIA Regulations; Conduct engagements with assigned municipalities as per the Directorate's Municipal Outreach Programme (MOP); Support engagements to build capacity within government departments.

ENQUIRIES

: Ms T Jordan Tel No: (021) 483 4093

POST 20/353

: **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): WASTE MANAGEMENT LICENSING REGULATORY SERVICES REF NO: EADP 18/2023**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
 : Environmental Affairs and Development Planning, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree in Natural, Physical sciences, environmental science/management, engineering or equivalent qualification; A valid driving license (Code B or higher).Registered as a Candidate Environmental Assessment Practitioner (Candidate EAP) or Registered as an Environmental Assessment Practitioner (EAP) with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date. Recommendation: Willing to travel when required. Competencies: Knowledge in the following: Environmental, general and hazardous waste management; Compliance and enforcement of relevant statutory obligations with regard to regulations, policies and treaties related to waste management and environmental management; Environmental legislation; Facilitation of public participation; Environmental monitoring and audits; Public participation processes; Project management; Administration procedures relating to the specific working environment; Adherence to and compliance with administrative procedures; Environmental Impact Management; Waste Management: Integrated Waste Management; Environmental Monitoring and Auditing: - Environmental compliance monitoring and enforcement; Skills needed: Written and verbal communication; Proven computer literacy (MS Office), including spatial and nonspatial database management; Planning and organising; Report writing; Conflict Management; Ability to ensure compliance and enforce relevant statutory obligations with regard to regulations, policies and treaties related to waste management and environmental management; Ability to conduct and interpret environmental monitoring and audits.

DUTIES

: Administer the waste management licensing process through the review and evaluation of waste impacts and technical reports and the drafting of waste management licenses, including licensing projects; Ensure compliance monitoring and enforcement of relevant waste management legislation with respect to statutory obligations (NEMA & NEM:WA, amongst other relevant legislation); Provide comment and advice to organs of state and other stakeholders and provide inputs to the State of Waste Report and municipal reports; Contribute to general office management i.e. assist with planning the audit schedule and communicating with stakeholders.

ENQUIRIES

: Mr E Pienaar Tel No: (021) 483 5546

POST 20/354 : **ASSISTANT DIRECTOR: ACCOUNTING SERVICES REF NO: EADP 16/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial management or related; A minimum of 3 years supervisory experience. Recommendation: Working knowledge in the following: Banking and Cash Management; Basic Accounting System, PERSAL, Logis and the Standard Chart of Accounts; Bookkeeping and payments. Competencies: Knowledge of the following: Public Finance Management; Treasury Regulations and Finance Instructions; Transversal public sector accounting systems; Skills needed: People Management; Research; Presentation; Proven computer literacy (MS Office); Leading and Supervising; Writing and Reporting; Planning and Organising; Applying expertise and technology; Innovation and design thinking.

DUTIES : Establish systems, procedures, processes to ensure efficient and effective banking and cash management; Establish systems, procedures, processes to ensure efficient and effective bookkeeping service; Management of the component.

ENQUIRIES : Y Horniet Tel No: (021) 483 8337

POST 20/355 : **GISC TECHNICIAN (PRODUCTION LEVEL): DEVELOPMENT FACILITATION REF NO: EADP 19/2023 (X5 POSTS)**
12 Month Contract

SALARY : Grade A: R353 013 – R376 806 per annum, (OSD as prescribed)
Grade B: R398 865 – R428 619 per annum, (OSD as prescribed)
Grade C: R451 587 – R531 117 per annum, (OSD as prescribed)

CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; A minimum of 3 years post qualification technical (GISc) experience; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician; A valid driving license. Recommendation: Proven experience and knowledge in: Field of GIS, using ArcMap software; Cadaster. Competencies: Knowledge of the following: GIS (using ArcMap software); Database Management; Skills needed: Proven computer literacy; Written and verbal communication; Ability to work under pressure against set deadlines; Ability to work with people and within a team.

DUTIES : Spatial mapping; Capture and clean spatial data; Assist the development planning chief directorate with relevant spatial mapping and data interrogation, as required; Liaise with and take instructions from the supervisor.

ENQUIRIES : Ms T Jordan Tel No: (021) 483 4093

POST 20/356 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT MANAGEMENT SERVICES REF NO: EADP 20/2023 (VARIOUS POSTS AVAILABLE)**

SALARY : R310 767 per annum, (OSD as prescribed)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Environmental Management, Natural or Environmental Sciences or related field; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA): or already registered; or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); A valid driving license (Code B or higher). Recommendation: Working knowledge and experience in the following: Review of EIA applications; Integrated Environmental Management, including applicable legislation and policies; Post-decision requirements. Competencies: Knowledge in the following: Integrated Environmental Management; Environmental Impact Assessment process; Biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments, management plans and environmental monitoring and auditing; Methodologies for the evaluation of environmental

management programme reports, as well as environmental monitoring, audit and ECO reports; Practical implementation of environmental legislation, policies, guidelines, norms and standards; Environmental management systems. Skills needed: Report writing; Communication (written and verbal); Computer literacy (MS-Office suite); Interpersonal; Problem Solving; Project management; Ability to: Meet strict deadlines; Perform under pressure; Work well within a team.

DUTIES : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.

ENQUIRIES : Mr E van Boom Tel No: (021) 483 2877

POST 20/357 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): POLLUTION POLICY AND REGULATORY SERVICES REF NO: EADP 17/2023**

SALARY CENTRE REQUIREMENTS : R310 767 per annum, (OSD as prescribed)
: Environmental Affairs and Development Planning, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree in Natural, Physical sciences, environmental science/management, engineering or equivalent qualification; A valid driving license (Code B or higher). Recommendation: Experience in researching and applying expertise and technology in pollution management; Willingness to conduct regular site visits and water quality monitoring around the Western Cape. Competencies: Knowledge in the following: Integrated environmental management (including pollution management) and environmental management legislation; Functioning of ecosystems, social interactions and other environmental aspects; Methodologies and techniques for the evaluation of environmental impacts, environmental monitoring and auditing; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Planning, organising and report writing; Ability to work independently and as part of a team.

DUTIES : Providing comment and guidance on environmental impacts of developments, legislation, policy and programmes; Monitoring compliance and supporting the Department's law enforcement directorate to enforce statutory obligations relating to pollution prevention and control; Supporting the implementation and coordination of the projects and programmes in the Directorate; Carrying out administrative procedures relating to the working environment.

ENQUIRIES : Mr R Mehl Tel No: (021) 483 2752

POST 20/358 : **ADMINISTRATIVE OFFICER: DEVELOPMENT FACILITATION REF NO: EADP 14/2023**
(12 Month Contract)

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07), plus 37 in lieu of benefits
: Environmental Affairs and Development Planning, Western Cape Government
: An appropriate 3-year National Diploma/B-degree (equivalent or higher qualification); A minimum of 3 years administrative experience. Competencies: Knowledge of the following: Office Administration; Database Management; Skills needed: Proven computer literacy; Written and verbal communication; Planning and organising; Supervisory; Planning and organising.

DUTIES : Training of direct reports regarding requirements and standard operating procedures; Instructions to and oversight of direct reports; Weekly team meetings to ensure performance of direct reports at desired levels; Quality control of work performed by direct reports; Responsible for the Human Resource management of direct reports; Ensure adherence to all record management and best management practice and human resource management best management practice and adherence to all human resource prescripts and policies; Office Administration; Database Management.

ENQUIRIES : Mr L Arendse Tel No: (021) 483 3865

POST 20/359 : **ADMINISTRATION CLERK: DEVELOPMENT FACILITATION REF NO: EADP 15/2023 (X4 POSTS)**
(12 Month Contract)

SALARY CENTRE : R202 233 per annum (Level 05), plus 37 in lieu of benefits
: Environmental Affairs and Development Planning, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Administrative support experience. Competencies: Knowledge of the Office Administration and Database Management; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Ability to work systematically; Ability to perform under pressure against set targets.
- DUTIES** : Retrieve relevant environmental decisions and locality plans /layouts from files; Scan in at least 25 environmental decisions per week at the required standard; Re-filing of documentation on appropriate files; Save decisions in a central location, using appropriate naming conventions; Attend to general administration duties as instructed by the supervisor; Liaise with and take instructions from supervisor.
- ENQUIRIES** : Mr L Arendse Tel No: (021) 483 3865

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health and Wellness, 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 candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 13 dated 14 April 2023, The Requirements has been amended as follows Chief Engineer Grade A (Civil/Structural): (Directorate: Engineering and Technical Services, Professional Services) with Ref No 13/158: Experience: Six years post qualification experience. The closing date has been extended to 26 June 2023.

OTHER POSTS

- POST 20/360** : **SENIOR MANAGER: MEDICAL SERVICES**
- SALARY** : R1 653 234 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements Valid Driver's license. Competencies (knowledge/skills): Appropriate and proven managerial experience in an academic and tertiary Health Care environment, including leadership, strategic and operational skills, to enable the practical implementation of the departmental vision. Specific Knowledge and proven managerial experience regarding management of Clinical Services; Human Resource Management, Financial Resource Management and Infrastructure which will enable the effective planning of clinical services according to available corporate resources. Extensive knowledge of National, Provincial, and institutional health delivery systems, policies and laws which govern resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information in order to plan clinical services. A postgraduate qualification in Management, Public/Community Health, Public Administration or Business management.
- DUTIES** : Overall strategic and operational management of clinical services within the given clinical and corporate governance frameworks. Participate in strategies to strengthen the relationships in the regional and district health care system to ensure equity of access to specialised care within the drainage system. Ensure that the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment, and discharge of patients with available resources. Effective, efficient, and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant

FBU, i.e. ensuring a well-functioning clinical centre within available human and financial resources. Special portfolios/projects, as delegated by the CEO Manage research requests and governance. Ensure the effective, sufficient and sustainable functioning within the National and Provincial Health policies. Liaise with members of the hospital management and the faculties of Health Sciences of the Universities of Cape Town, Stellenbosch, Western Cape and the Cape University of Technology. Ensure and provide platform for teaching, training, development, and research.

ENQUIRIES : Dr B Patel Tel No: (021) 404-3178
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 : 30 June 2023

POST 20/361 : **PHARMACY SUPERVISOR GRADE 1**
 Chief Directorate: Metro Health Services

SALARY : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Crossroads Community Day Centre
REQUIREMENTS :

Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as Pharmacist. Experience: A minimum of 3 years of appropriate experience after registration as a Pharmacist with the SAPC. 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 license. To be registered as Responsible Pharmacist with the SAPC when appointed. Prepared to be registered as a tutor with the SAPC. Competencies (knowledge/skills): Extensive knowledge of Good Pharmacy Practice (GPP). Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Supervision, management &, and leadership skills. Communication and conflict-handling skills. Experience or knowledge of MEDSAS. Experience or knowledge of JAC. Computer literacy. Appropriate ability to tutor Pharmacist's Assistants and/or Intern Pharmacists. Extensive Knowledge of CDU, Differential model of care, COPC and Principals. Take leadership in the pharmacy to establish a value-driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess, and monitor compliance w.r.t Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as the development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.

DUTIES : Take leadership in the pharmacy to establish a value-driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess, and monitor compliance w.r.t Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as the development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.

ENQUIRIES : Mr M Roomanay Tel No: (021) 370-5128
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 may be subjected to a competency test as part of the selection process.
CLOSING DATE : 30 June 2023

POST 20/362 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Garden Route District

SALARY : R627 474 per annum (Plus, a non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Bongoletu Clinic, Oudtshoorn, (Oudtshoorn and Kannaland Sub-district)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council:

Registration with the SANC as a Professional Nurse Experience: A minimum of 9 years of appropriate/recognisable 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/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and Implementation.

DUTIES : Effective integrated execution and management of all clinical programmes (i.e., Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e., supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

ENQUIRIES APPLICATIONS : Ms NC Jackson Tel No: (044) 203-7205
: 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.
: 30 June 2023

POST 20/363 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE PHC)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R497 193 per annum (PN-A5)
: Northern/Tygerberg Sub-structure
: 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license and willingness to travel. Ability to effectively communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Provincial/District HIV/AIDS/STI/TB/treatment and Prevention programme, Chronic diseases of Lifestyle, MWCAN and Mental health Programmes, Epidemic Preparedness Response Strategies and Community Based Services. Good Interpersonal, Leadership and communication skills (Verbal and written). Computer Literacy (MS Word, Excel, Outlook, and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Co-ordination and implementation of the Life-course approach in the substructure, w.r.t HIV/AIDS/STI/TB, CDL, Men's health, MWCAN, Mental Health, Epidemic Preparedness Response Strategies and Community Based Services and establishing services linkages and service integration. Provide oversight and support to health facilities i.ro. the implementation of programme-specific quality assurance policies, 90/90/90 protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision, e.g., NIMART. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners ext. to enhance implementation of the COPC principles. Monitoring and Evaluation of service goals and targets including the collection, validation, and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care service in the sub-district.

ENQUIRIES APPLICATIONS : Ms RS Perrang Tel No: (021) 815-8867
: 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.
: 30 June 2023

- POST 20/364** : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 (PHC) (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R431 265 per annum (PN-B1)
Grade 2: R528 696 per annum (PN-B2)
- CENTRE** : Wellington CDC, Drakenstein Sub-district (X1 Post)
Klein Drakenstein Clinic (X1 Post)
- 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 as Professional Nurse and midwife. Post-basic qualification, with the duration of at least 1 year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirements of the job: A valid driver's license. Ability to effectively communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel).
- DUTIES** : Provision of quality comprehensive community health care and clinical service. Manage the burden of disease, renders clinical services. Provision of Administrative services. Manage stats and assist Operational manager with administration functions. Provision of Educational services. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Maintain a constructive working relationship with nursing and other stakeholders: Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Utilize human, material, and physical resources efficiently and effectively. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.
- ENQUIRIES** : Ms J Bosch Tel No: (021) 862-4520
- 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** : 30 June 2023
- POST 20/365** : **PROJECT MANAGER: ICT GOVERNANCE**
Directorate: Information Management (Technology)
- SALARY** : R424 104 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Advantage: ITIL and COBIT. Experience: Appropriate experience in a Project Management environment. Appropriate experience in Contract Management. ICT Governance frameworks and processes. Inherent requirements of the job: Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. A valid (Code B/EB) driver's license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance. A high

- level of computer literacy (Advanced MS Office). Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Budgeting and financial management skills. Analytical and strategic thinking.
- DUTIES** : Provide project management support and oversight services for health ICT projects. Co-ordinate and implement ICT Governance in the department. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Manage and monitor ICT Risks. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Finance Management.
- ENQUIRIES** : Ms N Roodt Tel No: (021) 938-6209
- 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. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.
- CLOSING DATE** : 30 June 2023
- POST 20/366** : **CHIEF ARTISAN (AIR CONDITIONING)**
- SALARY** : R434 787 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in Mechanical or HVAC Fields. Experience: 10 years appropriate post-qualification experience as Artisan/Artisan Foreman in the Hospital HVAC, Mechanical Field Inherent requirements of the job: A valid driver's license. Proficiency in at least two of the three official languages of Western Cape Province. Competencies (knowledge/skills): Appropriate knowledge to supervise and manage the Air conditioning/Refrigeration, Fire Prevention and Signage divisions. Knowledge of the Machinery and Occupational Health and Safety Act, HR policies, procedures and practices and Treasury Regulations. Excellent communication, interpersonal and conflict management skills. Computer literacy.
- DUTIES** : Effectively Manage the Air conditioning/Refrigeration, Fire Prevention and Signage Departments by ensuring that the different systems are operational, and that the preventative maintenance program is followed. Effectively supervise, train and development of staff in the Air conditioning/Refrigeration/Signwriting and Fire Prevention departments. Responsible for the necessary administrative functions and equipment of the workshops. Perform and assist in incident investigations and inform the institution's management of any hazards and/or recall and act on notifications. Liaise with service providers and agents to negotiate quotations and maintenance projects. Liaise with all relevant personal and further ensure Groote Schuur Hospital is within regulations. Ensure that an up-to-date record on equipment information system regarding the maintenance costs, frequency of maintenance and service history is maintained and evaluate, investigate, monitor and advise on suitability of equipment. Draw up tender specifications in line with the needs of the institution as guided by the Supply Chain Management Act and treasury regulations.
- ENQUIRIES** : Mr D Smith Tel No: (021) 404-6201
- 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** : 30 June 2023
- POST 20/367** : **CLINICAL TECHNOLOGIST GRADE 1**
- SALARY** : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Pulmonology. Experience: **Grade 1**: None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1-year

relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: After-hours service is compulsory. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel. Knowledge of ventilation and experience in Critical Care Area.

DUTIES : Perform all diagnostic procedures in Pulmonology and Critical Care. Optimal Patient Care in Pulmonology able to do following investigations, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Optimal Patient Care in Critical Care able to help with ventilation and haemodynamic monitoring. Training in Pulmonology according to ATS/ERS guidelines, Spirometry, Plethysmography, Gas Distribution, Exercise Testing, Compliance, NIOX, Provocation. Research with GCP in place.

ENQUIRIES : Mr F Swart Tel No: (021) 938-5789
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 30 June 2023

POST 20/368 : **RADIOGRAPHER GRADE 1 TO 3 (NUCLEAR MEDICINE) (5/8TH POST)**

SALARY : Grade 1: R227 962 per annum
 Grade 2: R325 491 per annum
 Grade 3: R382 902 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Nuclear Medicine Radiographer. Registration with a professional council: Registration with the HPCSA as a Nuclear Medicine Radiographer. Experience: **Grade 1:** None after registration with the HPSCA in Radiography (Nuclear Medicine). 1-year relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine). Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine). Inherent requirements of the job: Must be able to work with Adults and Paediatric patients. Must be willing to work shifts as determined by the radiography management. The ability to communicate in at least two of the three official

languages of the Western Cape (written and verbal). Competencies (knowledge/skills): The candidate must have thorough knowledge of radiographic techniques, radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal skills. Knowledge of use and care of Imaging Equipment.

DUTIES : Produce Nuclear Medicine imaging and laboratory procedures of high standards. Provide optimal patient care. Ensure quality assurance and application of suitable radiation protection. Manage workflow on a Nuclear Medicine information management system. Perform PET/CT imaging of high standards.

ENQUIRIES APPLICATIONS : Ms M Klein Tel No: (021) 938-4268/ 6002
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 30 June 2023

POST 20/369 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**

SALARY : Grade A: R220 533 per annum
Grade B: R258 753 per annum
Grade C: R299 361 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers' license and willingness to travel. Willingness to be available after hours. Ability to communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Willingness to be on standby and work overtime.

DUTIES : General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock. Ability to maintain mechanical and electrical installations, as well as all General Maintenance work. Render assistance to the chief artisan and effective supervision and training of subordinates. The ability to perform basic duties and record-keeping.

ENQUIRIES APPLICATIONS : Mr I D Fortuin Tel No: (021) 938 4235
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 : 30 June 2023

POST 20/370 : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast District

SALARY : R202 233 per annum
CENTRE : Louwville Community Clinic
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Good verbal and written communication skills and ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point) and data capturing skills. Working experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, SINJANI etc. Excellent filing and recordkeeping skills. Ability to work under pressure and to meet deadlines. The ability to

- accept accountability and responsibility and to work independently and in a multi-disciplinary team.
- DUTIES** : Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file and retrieve folders, trace old folders, compile new folders and destruct folders. File patient folders, documents on a daily basis and handle all general administration duties. Maintain and schedule patient appointments. Do daily statistics and compile monthly statistics. Act responsible with regards to service ethics, norms and standards.
- ENQUIRIES** : Ms AR Louw Tel No: (022) 709-5066
- APPLICATIONS** : The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
- FOR ATTENTION** : Ms DI Links
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 June 2023
- POST 20/371** : **TELKOM OPERATOR**
Chief Directorate: Rural Health Services
- SALARY** : R171 537 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating a switchboard software programme. Inherent requirement of the job: Ability to do shift work and be willing to work overtime when operational needs require. Physically able to hear and speak clearly. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Listening skills and telephone etiquette. Computer literacy in MS Office.
- DUTIES** : Delivering an effective and prompt telephone service to the public, client and personnel of the Hospital. Making announcements, conveying urgent messages, and locating staff. Support the management of equipment and systems. Support the efficient HR and financial management of the component.
- ENQUIRIES** : Ms G Piet Tel No: (023) 348-1125
- APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
- FOR ATTENTION** : Mr RM Hill
- NOTE** : Applicants will be required to undergo practical testing. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 June 2023
- POST 20/372** : **DRIVER (LIGHT DUTY VEHICLE)**
Cape Winelands Health District
- SALARY** : R125 373 per annum
- CENTRE** : Stellenbosch Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (EB) (Code 8) driver's license. Willingness to work overtime and physically fit to lift and load heavy items. Must have sober habits. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently. Knowledge of Transport Circular 4 of 2000, traffic laws and regulations.
- DUTIES** : Daily transporting of official passengers, post, packages, medication, goods, and equipment. Ensure timely and accurate completion of logbooks and deliver and collect blood products. Conduct routine maintenance, conduct routine inspection of vehicles and report defects and accidents. Adhere to departmental codes and procedures. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required and render support to supervisor.
- ENQUIRIES** : Ms S Govender Tel No: (021) 808-6121
- APPLICATIONS** : The Manager: Medical Services, Stellenbosch Sub-District, Private Bag X5027, Stellenbosch, 7599.
- FOR ATTENTION** : Mr L Cornelius

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 June 2023

DEPARTMENT OF INFRASTRUCTURE

APPLICATIONS : To submit your application, there are three methods in which you can apply, please only use one of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 6-8 Highstreet (Highstreet Tygervalley Building); Level 2, Rosenpark Bellville (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439; Or Email your application to, westerncape@immploy.com.

CLOSING DATE : 03 July 2023

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) The post being applied for and the reference number must be clearly indicated on the Z83 application form. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

OTHER POST

POST 20/373 : **TRADESMAN AID: CENTRAL MECHANICAL WORKSHOP (BELLVILLE)**
REF NO: DOI 32/2023

SALARY : R147 036 per annum (Level 03)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 or equivalent qualification; A minimum of 6 months trade related experience; A valid (Code B or higher) driving license. Competencies: A good understanding of the following: Road construction; Heavy construction vehicles and equipment; Welding processes; Repair and maintenance of construction vehicles; Cleaning of parts; Skills needed: Written and verbal communication; Interpersonal and organizational; Ability to use electrical and hand tools; Ability to work independently; Ability to drive heavy construction equipment.

DUTIES : Provide assistance in the maintenance of facilities, vehicles and equipment; Repair, clean service and safe keeping of equipment and tools according to standards; Do small repair work on vehicles; Washing of vehicles; Cleaning of workshop; Performing sand-spray and paint-spray tasks.

ENQUIRIES : Ms M Van Wyngaardt Tel No: (021) 959 7700

MOBILITY DEPARTMENT

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

CLOSING DATE : 26 June 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 20/374** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DM 10/2023**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
CENTRE : Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting Science; A minimum of 3 years management level experience. Recommendation: Experience in the following: Financial environment; Administration of a trading entity; Revenue and expenditure recording and control; Asset Management; Banking and cash management. Competencies: Knowledge of the following: Compiling submissions to Provincial Treasury and Head of Department – General office administration; Skills needed: Proven computer literacy, organisational, financial reporting, self-motivated, work under pressure, systematic approach, innovative thinking, leadership, supervisory, good problem solving, conflict resolution, analytical thinking, ability to interpret relevant directives and policies; Written and verbal communication.
- DUTIES** : Ensure an integrated and effective accounting system; Manage in-year and annual reports on recorded financial affairs and financial system; Render a governance and demand management services; Render a service with regard to acquisition, contract and logistics; Manage non-vehicles assets.
- ENQUIRIES** : Mr R Wiggill Tel No: (021) 467 8737

- POST 20/375** : **ADMINISTRATION CLERK: MEDIATION AND STAKEHOLDER RELATIONS REF NO: DM 11/2023**

- SALARY** : R202 233 per annum (Level 05)
CENTRE : Mobility Department, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in an administrative environment. Competencies: A good understanding of the following: PGWC Administrative and document flow processes; Departmental business processes in respect of workflow; Payment and Supply Chain processes; Skills needed: Verbal and written communication; Proven computer literacy (MS Word); Ability to work under pressure, meet strict deadlines and work in a team.
- DUTIES** : Assist with the following: Capturing and maintaining of the incident database; Logistics (traveling and subsistence) management in respect of projects relating to mediation and stakeholder relations; Maintaining of filing and records system; Arrangements for GG vehicles are done including the completion of trip authorities; Provide general office administrative support; Leave applications are timeously submitted to Human Resource and assist with updating leave register; Compiling of payments, invoices and updating of register; Arrangements of stakeholder meetings; Minute taking at stakeholder meetings.
- ENQUIRIES** : Mr M Erasmus Tel No: (021) 483 7836

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 26 June 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 20/376** : **POLICY ANALYST (CHIEF IT RISK OFFICER) REF NO: DOTP 47/2022 R1**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (B-Degree or higher) in Information Systems or Information Technology (IT); A minimum of 6 years relevant experience in IT Governance and/or IT Risk management of which 3 years must be on management level. Recommendation: ISACA Registration; A valid (Code B or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: IT Governance frameworks; IT Risk Management processes and methodologies; IT compliance processes; Digital transformation Strategies; Systems architecture (software, hardware and networks); Broad understanding of the IT landscape (viz. Application and Technology Infrastructure); Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc. Skills needed: Computer literacy in MS Office Products (Word, Excel, PowerPoint, SharePoint); Communication (written and verbal); Innovative problem solving; Analytical; Strategic thinking and planning; Sound presentation; Sound organising and planning; Sound interpersonal; Training. Abilities to: Understand business issues and have an overall integrative view of business; Compare risk and opportunity cost; Work independently and as part of a team.
- DUTIES** : Develop and/or maintain the following within the branch e-Innovation and/or departments: The IT Risk management strategy in line with the Enterprise Risk Management strategy and policy of the province; The IT process improvement and action plans related to IT risk processes. Facilitate the IT Risk management process within the Branch e-Innovation and departments; Improve the risk maturity within the branch e-Innovation and/or departments; Assist various process teams with the remediation or improvement of IT processes; Liaise with senior management on issues relating to risk and opportunity identification, risk mitigation, monitoring and evaluation; Report at respective management meetings on the progress of IT process and IT Risk improvement; Ensure risks associated with audit findings are identified and included in the risk register.
- ENQUIRIES** : Mr G. Mohamed Tel No: (021) 483 4828
- POST 20/377** : **PSYCHOMETRIST: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 512023 (X2 POSTS)**
12 Month Contract
- SALARY** : Grade 1: R645 129 per annum, (OSD as prescribed), (all-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : A recognised Honours/4-year Degree in Psychology; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA) with a valid PMT number; A valid Code 8 driving licence. Recommendation: Experience in an assessment related environment conducting competency assessments for selection and development purposes; Proven accreditation in the following assessment tools would be advantageous and should be clearly indicated: Psytech assessment tools, SHL assessment tools and/or JVR Emotional Intelligence; Willingness to travel and work irregular hours when required. Competencies: Knowledge of the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of Practice for Psychometrist; Employment Equity Act, 1998; Labour Relations Act, 1998; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA policy guideline on classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; Training regulations of the Professional Board of Psychologists; HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Professional judgement skills; Relating and

		networking skills; Analysing, writing and reporting skills; Applying expertise and technology; Delivering results and meeting customer expectations; Persuading and influencing skills; Presenting and communicating information; Adhering to principles and values; Problem solving skills; Proven computer literacy; Project Management skills; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Render services in psychometrist testing and assessment: Set up the candidates on the assessment center system(s); Conducting the administration of appropriate psychometrist test batteries for competency assessments; Measure psychological functions including cognitive, interest, aptitude and personality as it relates to the workplace for selection and development purposes; Responsible for providing feedback to clients on the results of competency/psychological assessments; Advocate and advise on the appropriate use of competency assessments in the organisation; Participate in the selection/compilation of appropriate test batteries for competency assessments; Assist with administrative duties: Assist in the maintenance of PAC information databases; Responsible for maintaining assessment scores, reports and related data on the assessment centre system(s); Ensure logistical arrangements for competency assessment sessions are finalised; Monitor the resources, materials and equipment required for competency assessment process (stock-taking).
<u>ENQUIRIES</u>	:	Ms A Davids Tel No: (021) 466 9700
<u>POST 20/378</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: DOTP 47/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience as a labour relations officer or similar field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public service regulations, prescripts, employee relations, human resource management and conflict management; Appropriate labour legislation; Relevant disciplinary and grievance procedures; Skills needed: Conflict resolution; Proven computer literacy; Written and verbal communication skills; Facilitation and process facilitation; Planning and organising; Minute writing; Ability to work independently and as part of a team; Ability to work under pressure.
<u>DUTIES</u>	:	Represent the employer in collective bargaining processes (preparation and support); Manage and co-ordinate the employer functions originating from the relevant bargaining councils; Facilitate and co-ordinate dispute resolution procedures of the relevant bargaining councils; Implement and monitor the application of collective agreements; Manage the Institutional Management and Labour Committees (IMLCs); Assist in the operational planning of the component; Execution of organisational rights of unions.
<u>ENQUIRIES</u>	:	Ms H Erasmus Tel No: (021) 483 3534
<u>POST 20/379</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 50/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Department of the Premier, Western Cape Government An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience in performance planning, data management and data sharing environment. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation and Theory of Change planning; Performance data management systems; Communication, public relations, public participation and provincial strategic environment; Latest advances in public management theory and practice on programme performance planning, implementation and monitoring and evaluations; Data collection, processing, analytics and performance data sharing; Provincial performance planning and reporting processes; Technical standards and procedures relating to performance data; Needs and priorities of performance data for stakeholders; Facilitation of workshops and training; Database/framework management and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the Western Cape

Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental relations; Skills in the following: Proven computer literacy; Communication (written and verbal); Data Analytics; Numeracy and literacy; Performance data management; Performance data sharing; Information and Data Technology; Formal Training; Strategic and performance planning; Ability to work independently and as part of a team.

DUTIES : Produce a set of relevant, accurate and insightful data and evidence products aligned to the Results Based Monitoring and Evaluations (RBM&E) and Data Governance approaches; Transform the capabilities of the data and evidence services; Build an emerging data ecosystem; Build and advance a responsive Provincial Data Office (PDO) operating model.

ENQUIRIES : Mr J Barnard Tel No: (021) 483 4569/ Jacques.Barnard@westerncape.gov.za

POST 20/380 : **ADMINISTRATIVE SUPPORT OFFICER: CORPORATE COMMUNICATION REF NO: DOTP 48/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent of higher qualification); A minimum of 3 years relevant experience. Recommendation: Qualification in Supply Chain Management or business administration; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Processes, procedures, prescripts, and legislative framework, Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions and the Accounting Officer's System of the Department of the Premier, including delegations); LOGIS and BAS; SCOA codes and reports on LOGIS and BAS; Supplier Reconciliations; Ledger accounts and debts; Skills needed: Written and verbal communication skills; Good interpersonal and organisational; Ability to analyse and provide solutions to problems.

DUTIES : Support management in executing the directorate's objective; To render an effective and efficient service which includes monthly supplier reconciliations; Assist with the timeous and accurate reporting with regards to the annual and interim financial statements; Interpret, apply, and ensure compliance with financial policies, regulations, and instructions as practiced in the public sector; Authorise transactions on LOGIS and BAS, (including payments and journals.)

ENQUIRIES : Ms F Steyn Tel No: (021) 483 9955

PROVINCIAL TREASURY

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

CLOSING DATE : 26 June 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. hortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/381 : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT REF NO: PT 14/2022 R2**

SALARY : R424 104 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce, Accounting, Economics, Financial Management,

Data Science, Statistics, Informatics or Information Systems; A minimum of 3 years relevant experience in Information and Data(sets) management. A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Working knowledge in Project Management. Competencies: Knowledge of the following: Information and Knowledge Management; Provincial and municipality budget and financial processes (financial acumen); Data Governance; Data analysis and visualization. Skills needed: Advanced Computer; Communication (written and verbal).

DUTIES : Provide a data and information management support function to internal and external stakeholders with the view to budget preparation and support, including ensuring that comprehensive, high quality and up to date information is available; Design, develop, maintain (information) systems and monitor budget and performance databases for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets, and aggregate reports on the state of provincial finances; Design, Develop, Review, Compile and coordinate management reports in response to business user needs.; Assist with the implementation of Knowledge Management and Data Governance; Administer the main budget allocations to votes/departments; Build capacity among users to utilise Information Systems, databases, data models and data repositories.

ENQUIRIES : Ms S. Le Roux Tel No: (021) 483-3575

POST 20/382 : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING REF NO: PT 26/2022 R1**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Provincial Treasury, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree, equivalent or higher) in Information Management, Information Technology or a relevant field; A minimum of 3 years appropriate experience in technical editing/formatting of various publications or administration. Recommendation: A valid (Code B or higher) driving license; Experience in the following: Technical editing and formatting of financial documents or other Publications; Electronic filing and coping with extreme deadlines or relevant experience in office administration and rendering support to senior management; Willingness to work irregular hours; Grade 12 Computer Application Technology as a passed subject, end user computing, office management or secretarial/ Office administration Diploma/ certificate. Competencies: Knowledge of the following: Technical editing and formatting; Technical editing and formatting of financial documents or other publications; Skills needed: Cognitive; Attention to detail; Analytical; Communication (written and verbal); Proven computer literacy (MS Office suite); Ability to liaise with diverse people; Aptitude for numbers.

DUTIES : Consolidate and technically edit/format the Provincial Budget publications and associated documentation; Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format other Provincial Treasury publications; Consolidate and technically edit/format municipal budget information and performance assessment reports, PT municipal publications and working papers; Information Management through PT Data Warehouse co-ordination and integration (Provincial and Local Government) and specialised functions.

ENQUIRIES : Ms S van der Merwe Tel No: (021) 483 4433

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 26 June 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00.

you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/383 : **DEPUTY DIRECTOR: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 13/2023**

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive salary package)
 : Department of Social Development, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management level working experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Business and organisational structure of the department; Departmental operational management systems and procedures; Corporate governance requirements, with particular reference to prescribed plans and committees; The provincial policies, service level agreement and service schedules in terms of which the working relationship with the Corporate Service Centre (CSC) is managed; The business of the CSC; Occupational health and safety legislation; Human rights issues pertinent to the Department; Human resources management systems as on supervisory level. Skills needed: Communication (Written and verbal); Planning and organising; Basic research; Computer literacy; Problem solving; Conceptual, interpretative and formulation; Analytical; Networking; Basic statistical and numerical. Ability to work under pressure; Meet deadlines; Managerial skills and Project management.

DUTIES : Monitor, assess and report on the service delivery of the Corporate Service Centre (CSC) to the Department in terms of the Corporate Service Centre (CSC) service level agreement; Facilitate the periodic internal review of the Corporate Services Center-service level agreement to ensure that the Department's service delivery requirements are met; Coordinate departmental operational service delivery obligations as required by the CSC-service level agreement; People management; Financial management.

ENQUIRIES : Ms R Patel Tel No: (021) 483 9392

POST 20/384 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 77/2023 (X2 POSTS AVAILABLE IN ATHLONE AND RETREAT)**

SALARY CENTRE REQUIREMENTS : R432 348 - R500 715 per annum, (OSD as prescribed)
 : Department of Social Development, Western Cape Government
 : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : 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; 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 and volunteers to ensure an effective social work service; 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.

ENQUIRIES : Mr Q Arendse Tel No: (021) 763 6206

POST 20/385 : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS (MATZIKAMA) REF NO: DSD 78/2023**

SALARY : R432 348 - R500 715 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.

DUTIES : 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; 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 and volunteers to ensure an effective social work service; 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.

ENQUIRIES : Dr WJ du Toit Tel No: (022) 713 2272

POST 20/386 : **ASSISTANT DIRECTOR (CFO SUPPORT): FINANCIAL MANAGEMENT REF NO: DSD 69/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in finance or related field; A minimum of 6 years experience in finance; A valid (Code B) or higher driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial management; Information systems (LOGIS and BAS); Reporting procedures; Supply chain management; Applicable financial legislation such as the Public Finance Management Act; Skills needed: Proven computer literacy; Written and verbal communication; Analytical thinking; Planning and organising; Interpreting regulations; Formulation and evaluation; Conflict management; Problem solving; Research; Budgeting; Presentation; Service-orientated; Interpersonal relations.

DUTIES : Render strategic support to the Chief Financial Officer (CFO); Render operational support to the CFO; Manage the general administrative support of the CFO; Manage the implementation and maintenance of the information management system.

ENQUIRIES : Mr JO Smith Tel No: (021) 483 8679

POST 20/387 : **ASSISTANT DIRECTOR: PERFORMANCE AND COMPLIANCE MANAGEMENT REF NO: DSD 70/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification); A minimum of 3 years supervisory experience in a supply chain management environment. Competencies: Knowledge of the following: Policy development; Financial norms and standards; Budgeting processes; National and provincial instruments and legislation pertaining to human resources; Human resources management function; Financial management processes; Strategic sourcing and preferential procurement/BEE' Procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurements; Procurement policies/procedures/contract management; Records

		management, inclusive of registry services and policy and procedures governing these functions; Skills needed: Proven computer literacy; Written and verbal communication; Analytical thinking; Strategic thinking; Budgeting; Conflict resolution; Monitoring, evaluation and reporting; Research; Ability to analyse, conceptualise and implement policy.
<u>DUTIES</u>	:	Manage the development of Line Monitoring Frameworks and strategies; Responsible for the development of data-flow processes to support the implementation of Line Monitoring Frameworks and strategies; Design the performance indicators, reporting tools and systems; Provide support to end-users in implementation of the line monitoring frameworks; Compile reports on the implementation of the line monitoring frameworks or strategies; Develop approaches to verify and quality assure reporting data and information; Undertake performance assessment of the value chain of the SCM function; Conduct verification and quality assurance on reporting data and information; Monitor and flagship, reporting and information management; Coordinate the support for the development and or update of the risk management strategy; Communicating the risk management strategy and related plans and policies to the relevant stakeholders; Undertake risk management assessments and facilitate the monitoring of management's implementation of mitigation controls; Execute risk assessments in accordance with the SCM risk plan/strategy and apply the determined risk assessments tools; Preliminary determination and categorization of the risks in basic level; Assist in the review of the action plans agreed on the risk registers and together with management break them down into measurable action steps with clear time frames to enable monitoring; Assist in monitoring the progress made by management in implementing the mitigation plans as per agreed timelines as well as adequacy and effectiveness of those plans; Perform supervisory functions.
<u>ENQUIRIES</u>	:	Mr A Kamalie Tel No: (021) 483 8681
<u>POST 20/388</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND MANAGEMENT REF NO: DSD 67/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Department of Social Development, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Management, Public Administration or similar environment; A minimum of 3 years relevant experience within the Supply Chain Management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations (NTR's), Provincial Treasury Directives / Instructions (PTI's); Strategic and annual performance planning processes and procedures; Industry trends and best practices per commodity groups; Procurement policies / procedures; Strategic Sourcing and Preferential Procurement / BEE; A guide to Accounting Officers and Authorities; Records Management – inclusive of registry services, and policy and procedures governing these functions Proven computer literacy (SCM systems); Written and verbal communication skills; Planning and organising skills; Presentation skills.
<u>DUTIES</u>	:	Render demand management services; Assist and provide input with regards to the development of the procurement/sourcing strategy; Research, analyse and plan the procurement requirements of the department; Research the determined supplies and needs. (in line with the supply chain strategy); Compile annual procurement plan; Collect and collate information for the annual procurement plan; Compile tender / quotation specifications as required; Determine whether a specification for the relevant commodity exists if not collect information and compile specification / terms of reference (standardisation); Perform spend analysis with respect to payments, quotations and contracts.
<u>ENQUIRIES</u>	:	Mr A Kamalie Tel No: (021) 483 8681
<u>POST 20/389</u>	:	<u>STATE ACCOUNTANT: BUDGET MONITORING AND REPORTING REF NO: DSD 66/2023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Department of Social Development, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Financial Accounting or related field; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Financial and

budgetary management processes; Monitoring and reviewing reports; Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration (Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions; Division of Revenue Act; Medium Term Expenditure Framework); Research, gathering information and analysing; Interpretation of policies; Compilation of management reports; Record keeping procedures; Skills needed: Planning and organising; Proven computer literacy; Written and verbal communication; Time management; Analytical thinking; Strategic thinking; Project planning; Problem solving; Decision making; Presentation; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to work independently and as part of a team.

DUTIES : Compile and manage departmental budget and MTEF process; Manage the departments expenditure and revenue; HR Administration; Revenue.

ENQUIRIES : Ms J Abercombie Tel No: (021) 483 3927

POST 20/390 : **SOCIAL WORKER: SOCIAL WORK SERVICES (FISHOEK) REF NO: DSD 75/2023**

SALARY : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms I April Tel No: (021) 763 6217

POST 20/391 : **SOCIAL WORKER (GBV): SOCIAL WORK SERVICES REF NO. DSD 76/2023 (X2 POSTS AVAILABLE IN BREEDE VALLEY)**

SALARY : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendation: A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms L Louw Tel No: (023) 348 5300

POST 20/392 : **COMMUNITY DEVELOPMENT PRACTITIONER (ATLANTIS) REF NO: DSD 71/2023**

SALARY : Grade 1: R251 283 - R288 726 per annum, (OSD as prescribed)
Grade 2: R302 757 - R349 560 per annum, (OSD as prescribed)
Grade 3: R366 495 - R484 431 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-

ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Dr WJ du Toit Tel No: (022) 713 2272

POST 20/393 : **CUSTOMER CARE ASSISTANT: CUSTOMER CARE REF NO: DSD 72/2023 (X2 POSTS AVAILABLE IN CEDERBERG AND BERGRIVER)**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months customer care experience. Competencies: A good understanding of the following: Customer care; Customer care surveys; Social welfare services; Internal and external marketing and communication processes; Functions, programs and projects of the Department of Social Development; Information in the Department of Social Development domain; Communication (written and verbal) skills; Proven computer literacy in MS Office packages; Sound organising and planning skills; Conflict resolution skills; Ability to work under pressure and meet deadlines; Negotiation skills.

DUTIES : Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile a monthly local office report regarding enquiries or complaints as well as walk-in statistics; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain a record system.

ENQUIRIES : Mr R Macdonald Tel No: (027) 213 2096

POST 20/394 : **REGISTRY CLERK: RECORDS MANAGEMENT REF NO: DSD 73/2023**

SALARY : R202 233 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate a computer; Legislative framework governing the public service; Storage and retrieval procedures; Understanding registry work; Skills needed: Proven computer literacy; Planning and organising; Written and verbal communication; Problem-solving.

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

ENQUIRIES : Ms C Swartz Tel No: (021) 483 6024

POST 20/395 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (MATZIKAMA) REF NO: DSD 74/2023**

SALARY : Grade 1: R174 702 – R194 808 per annum, (OSD as prescribed)
 Grade 2: R205 770 – R231 339 per annum, (OSD as prescribed)
 Grade 3: R244 443 – R302 757 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS

: **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving license. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving license; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving license. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES

: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES

: Mr RM MacDonald Tel No: (027) 213 2096